

**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	Wendy Brunetta
Conference / Seminar Attended	ROMA CONFERENCE
Location	TORONTO
Dates	Jan. 19-21, 2020

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Jan 20	Jan 21					Jan 19	
Amount	160.00	160.00					160.00	480.00

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Jan. 27/20

To be submitted to Payroll for processing when approved by Council

**TOWN OF FORT FRANCES - SCHEDULE "B"**  
**TRAVEL EXPENSE STATEMENT**

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	ROMA CONFERENCE							
	Location (Facility and City)	TORONTO							
	Dates	Jan 19-21/20							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	Flight Chg	Bag	Taxi					
	Transportation	169.50	44.64	61.60					275.74
	Breakfast	20.00	20.00	20.00					60.00
	Lunch	25.00		25.00					50.00
	Dinner	45.00	45.00	35.00					125.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						Balance Refunded			
						510.74			

**The agenda must be attached to process payment**

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Date Jan 27/20

Wendy Brunetta  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Division Manager Signature

Date	Treasurer	A / P	Cashier

porter

# PASSENGER RECEIPT

Reservation: 0266JL

GST/HST: 841583271 QST/TVQ: 1212573775

BRUNETTA/WENDY

Issue Date: 19Jan20

Agent: 49040

☐ PD 534 N 19Jan20 TSBYTZ 11:55-12:57

## Passenger Fees

☐ FLY 169.50 CAD

☐ 1BAG 44.64 CAD

## Payments

19Jan20 MC XXXXXXXXXXXX4158 169.50 CAD

19Jan20 MC XXXXXXXXXXXX4158 44.64 CAD

[www.flyporter.com](http://www.flyporter.com)

\*NOT VALID FOR TRAVEL\*

Master Card Details

5191-2301-5506-4158

Current Balance is as of the last business day only, and does not include pending interest charges, transactions that have been authorized but not yet posted to your account, or transactions that have been posted since the last business day.

If you see a charge that does not match your records [please let us know](#). Disputed items must be reported within 30 days of the statement date.

Latest Credit Card Details		Jan 7, 2020 Statement		Interest Rates	
Current Balance:	\$9,976.63	Statement Balance:	\$8,535.48	Purchases	19.99000 %
Last Payment:	\$2,863.28	Minimum Payment Due:	\$10.00	Cash Advances	22.99000 %
Last Payment Date:	Dec 27, 2019	Payment Due Date:	Jan 28, 2020	Balance Transfers	22.99000 %
Credit Limit:	\$19,700.00				
Available Credit:	\$9,723.37				

[Lock this card](#)

Additional Card Information

[Transactions](#) [Reward Details](#)

Use the drop-down menus below to view transactions since your last statement, view one of your last three statements or to sort your transactions by account access if applicable.

Transaction amounts displayed for pending transactions may differ from actual purchase amounts. This is common with merchants such as hotels, gas stations or car rental companies who charge a pre-authorized amount. The final purchase amount will display when the transaction is posted to your account, usually within 3-5 business days.

[Download Account Details](#) [Request a Statement Copy](#)

Recent Transactions Account Access

Pending

Transaction Date	Description	Amount
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No transactions available for this period.

Posted

Transaction Date	Posting Date	Description	Amount
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Card Number: 5191-2301-5506-4158

08/01/2020	09/01/2020	EXPEDIA 7511284676582 EXPEDIA.CA ON	\$129.84
09/01/2020	12/01/2020	ALBERTA AIR TRAVELER'S & TRAVELER	\$132.20

09/01/2	LOCKERBY TAXI INC. SUDBURY ON
12/01/2	\$ 61.60

18/01/2	Transaction date
19/01/2	Jan 19, 2020

19/01/2	Date posted
19/01/2	Jan 21, 2020

21/01/2	Credit Card # charged
21/01/2	5191-2301-5506-4158

23/01/2	<a href="#">Dispute this transaction</a>
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## Kathy Lawson

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**From:** events@amo.on.ca  
**Sent:** Thursday, November 21, 2019 10:18 AM  
**To:** Kathy Lawson  
**Subject:** Transaction Confirmation

### Transaction Confirmation

200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Dear Kathryn of Town of Fort Frances,

A transaction has been made on our website using your log-in credentials. The details of this transaction are below. If you did not make this transaction please contact [events@amo.on.ca](mailto:events@amo.on.ca) as soon as possible to cancel. If this is a valid transaction an official confirmation and receipt will be sent to you shortly. **If this is a valid transaction an official confirmation will be sent to all individuals registered.** Thank you for your support of our educational programming.

**Order Number:** 78808

**Order Date:** Nov 21, 2019 11:16 AM

**Bill To:** Kathryn Lawson

**Order Total:** 694.95

**Payment Method:** Visa (ROMA) \*\*\*\*\*8250

**Name on Card:** Kathryn Lawson

Item	Price	Qty	Total
2020 ROMA AGM and Annual Conference - Wendy Brunetta	615.00	1	615.00
<i>When:</i> Jan 19, 2020 - Jan 21, 2020			
<i>Where:</i> Sheraton Toronto Centre Hotel 123 Queen Street Toronto, ON Canada			
<i>Registration option:</i> Jan 18, 2020 - (REG) Full Conference			

Item Total	615.00
Shipping	0.00
Handling	0.00
Tax	79.95
Item Grand Total	694.95
Transaction Grand Total	694.95



# INTERNATIONAL TRAVEL SERVICES

Invoice paid prior to  
flight changes  
Invoice

TOWN OF FORT FRANCES

Invoice No: 54651  
Invoice Date: 9 Jan 2020  
Client No: 171  
Agent: PAULA  
PNR: FTPFAN

Passenger(s) BRUNETTA/WENDY MS

## FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00538	19Jan20 06:00 pm	19Jan20 07:02 pm	SUDBURY - TORONTO TORONTO IS
AC	01510	22Jan20 08:05 am	22Jan20 10:05 am	TORONTO PEARSON - THUNDER BAY

Please review your itinerary to ensure that all information is correct. Check-in 2-3 hours prior to departures. Re-confirm flight times at least 24hrs prior to departures as they are subject to change. Tickets fully non-refundable unless otherwise stated.

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SERVICE CHARGES 012	40.00	5.20	0.00	45.20
Ticket # 3733447475 for BRUNETTA/WENDY MS	185.00	29.79	44.12	258.91
Ticket # 3733447476 for BRUNETTA/WENDY MS	210.00	31.48	32.12	273.60
Total Fares:				435.00
Total Taxes:				76.24
Total GST/HST:				66.47
Invoice Total:				577.71
Payment(s):				
Balance Due (CAD):				577.71

INVOICES SENT ON THE 15TH AND LAST DAY OF EACH MONTH. BALANCE DUE UPON RECEIPT. 2.5% INTEREST ON ALL ACCOUNTS 30 DAYS PLUS OVERDUE.

## TERMS AND CONDITIONS

It is strongly recommended that all passengers purchase both medical and cancellation coverage at the time of booking. Travelling without proper coverage can result in unexpected costs and interruptions to your holiday. Rates and policy details are available from your agent.

The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal GST/HST, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

Thank you for booking with INTERNATIONAL TRAVEL SERVICES.  
We wish you a safe and enjoyable trip.



English ▼

12 hrs display ▼



Save as PDF



Print eInvoice

## Electronic Invoice

Prepared For:

BRUNETTA/WENDY MS

SALES PERSON	66
INVOICE NUMBER	0054651
INVOICE ISSUE DATE	09 Jan 2020
RECORD LOCATOR	FTPFAN

## Client Address

TOWN OF FORT FRANCES

## DATE: Sun, Jan 19

## Flight: PORTER AIRLINES 538

From	SUDBURY ON, CANADA	Departs	6:00pm
To	TORONTO B BISHOP, CANADA	Arrives	7:02pm
Duration	1hr(s) 2min(s)		
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		

## DATE: Wed, Jan 22

## Flight: AIR CANADA 1510

From	TORONTO ON, CANADA	Departs	8:05am
To	THUNDER BAY ON, CANADA	Arrives	10:05am
Departure Terminal	1		
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

## DATE: Wed, Jan 22

## Others

THUNDER BAY ON  
AIR CANADA  
REFERENCE IS  
WZ6X5Y AND  
PORTER IS  
O2G6JL/SI-NON  
REFUNDABLE/SI-  
CHANGE FEES

Sheraton Centre Toronto Hotel  
 123 Queen Street West  
 Toronto, ON M5H 2M9  
 Canada  
 Tel: (416) 361-1000 Fax: 416-947-4854



Wendy Brunetta  
 AS1830 - ROMA AGM And Annual Conference

Page Number : 1 Invoice Nbr : 1209634  
 Guest Number : 7412621  
 Folio ID : A  
 Arrive Date : 19-JAN-20 13:50  
 Depart Date : 21-JAN-20  
 No. Of Guest : 1  
 Room Number : 2436  
 Marriott Bonvoy Number : 1122

Information Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-21-2020 02:30 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT2436	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT2436	Room HST	28.73	
19-JAN-20	RT2436	Municipal Tax	8.84	
19-JAN-20	RT2436	HST Municipal Tax	1.15	
20-JAN-20	RT2436	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT2436	Room HST	28.73	
20-JAN-20	RT2436	Municipal Tax	8.84	
20-JAN-20	RT2436	HST Municipal Tax	1.15	
JAN-21-2020	VI	Visa		-259.72
** Total			519.44	-519.44
*** Balance			-0.00	

Continued on the next page



Sheraton Centre Toronto Hotel  
123 Queen Street West  
Toronto, ON M5H 2M9  
Canada  
Tel: (416) 361-1000 Fax: 416-947-4854



Wendy Brunetta  
AS1830 - ROMA AGM And Annual Conference

Page Number	:	2	Invoice Nbr	:	1209634
Guest Number	:	7412621			
Folio ID	:	A			
Arrive Date	:	19-JAN-20	13:50		
Depart Date	:	21-JAN-20			
No. Of Guest	:	1			
Room Number	:	2436			
Marriott Bonvoy Number	:	1122			

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full. Please note that your guest room will be checked out at 12 noon.

#### HST Summary

Amount (CAD)

HST Room:	57.46
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	2.30
HST Total	59.76

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Tell us about your stay. [www.sheraton.com/reviews](http://www.sheraton.com/reviews)

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