

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

1. Attendee	<i>Mark McLaughlin</i>							
2. Conference/Seminar Attended	<i>NWORC</i>							
Location (Facility and City)	<i>Thunder Bay - Victoria Inn</i>							
Dates	<i>Sept. 23-25</i>							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner				<i>35.00</i>	<i>35.00</i>			<i>70.00</i>
Per Diem				<i>10.00</i>	<i>10.00</i>	<i>10.00</i>		<i>30.00</i>
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved				Total Expenses				
				Advance Received				
				Balance Claimed				<i>100.00</i>
				Balance Refunded				

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.

Sept-30/15
Date

Mark McLaughlin
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier