

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	LEGAL PROCEEDINGS							
	Location (Facility and City)	Service Ontario Centre - Thunder Bay							
	Dates	Oct 2 nd / 3 rd / 19							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation					146.90			146.90
	Transportation					56.92			56.92
	Breakfast					13.00			13.00
	Lunch					17.00			17.00
	Dinner				35.00				35.00
	Per Diem				5.00	5.00			10.00
	Other PARKING					8.00			8.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		NA		NA		NA		NA	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							/
6.	Approved	Total Expenses							286.82
		Advance Received							/
		Balance Claimed							139.92
		Balance Refunded							139.92

Kathy
DB
DB
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DB

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.

Oct 4 / 19

Date

Doug Brown

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

		10-020-0252-1200-7/1253	
Date	Treasurer	A / P	Cashier

H/R
COSTS

Kathy's Visa



Kathryn Lawson
320 Portage Ave
Fort Frances, ON P9A 3P5
Canada
Brown, Douglas
Company Name: Township of Fort Frances

Room No. 417
Arrival : 10/02/19
Departure : 10/03/19
Invoice No. :
Conf. No. : 490935
Cashier No. : 53
Purchase :
Order :
A/R No. :

Group Name:

INVOICE

HST No.: 10009 4077 RT 0004

Date	Description	Charges	Credits
10/02/19	Room Charge	125.00	
10/02/19	Municipal Accommodation Tax (4%)	5.00	
10/02/19	HST on MAT (13%)	0.65	
10/02/19	Harmonized Sales Tax (13%)	16.25	
10/03/19	Visa - Front Desk		146.90
Total Charges		146.90	
Total Credits			146.90
Balance			0.00

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Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com

10-020-0252-1200-71253

PETRO-CANADA
4794 HWY 11-17
KAKABEKA FALLS
Ontario POT 1W0

F-HST: 863700670 (807) 577-8767
P-HST: 863700670
2019-10-03 PC0038896:1056801 14:02
TERMINAL: 051056801 OPER: A
PAYPOINT: 051056801

FUEL	(L)	(\$/L)	(\$)
Pump 1			
Regular	42.820	1.329	56.92*
Total Owed			56.92

TOTAL PAID
CREDIT CARD \$ 56.92

*TAXES INCL. #TAXES EXCL.

F-HST TOTAL \$ 2.52
P-HST TOTAL \$ 4.03

VISA *****3059 C
INV. 002045 AUTH. 067291
Purchase
C 0010010010 00 027

VISA CREDIT
A0000000031010
8080008000
7800

VERIFIED BY PIN

00 APPROVED - THANK YOU

--- IMPORTANT ---
Retain This Copy For Your Records

CUSTOMER COPY

Learn how to
save 3 cents/L
every day at
Petro-Canada.ca/RBC

Don't know ^{Personal} Visa

RECEIPT

Stall # 6

Expiration Date/Time

06:16 PM

OCT 03, 2019

Purchase Date/Time: 10:16am Oct 03, 2019
Total Due: \$8.00 Rate: Daily Rate (8 Hrs)
Total Paid: \$8.00 Payment Type: Card
Ticket #: 50021920
S/N #: 500012210372
Setting: Lot 509 Thunder Bay
Mach Name: Lot 509 Thunder Bay

10-020-0252-1200-71253
#****-3059, Visa

Auth #: 0106

G RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT