

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 7, 2014  
**SUBJECT:** Mayor Roy Avis – Meeting with Ken Boshcoff Entertainment Expense

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### **BACKGROUND**

Attached is a copy of Schedule “D” Entertainment Expense Reimbursement Form in the amount of \$30.12 to meet with Ken Boshcoff regarding wood supply and P.P.A. in Thunder Bay, Ontario on September 26, 2014 as submitted by Mayor Roy Avis.

The entertainment expense reimbursement form is in compliance with Town of Fort Frances Travel Policy Number 3.11.

### **RECOMMENDATION**

Administration recommends approval of the Entertainment Expense Reimbursement claim in the total amount of \$30.12 as submitted by Mayor Roy Avis for his meeting with Ken Boshcoff in Thunder Bay, Ontario.

<p>Council Approval of this Report Will Agree to the Administration’s recommendation to approve the Entertainment Expense Reimbursement claim in the total amount of \$30.12 as submitted by Mayor Roy Avis for his meeting with Ken Boshcoff in Thunder Bay, Ontario.</p>
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**TOWN OF FORT FRANCES - SCHEDULE "C"**  
**TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance  
**Please include completed Travel expense statement (schedule B) so as to properly account for the HST**

**TOWN OF FORT FRANCES - SCHEDULE "D"**  
**ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <i>ROY AVIS</i>	Date <i>SEPTEMBER 26 / 2014</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>KEN BOSKOFF</i>	
2.	
3.	
4.	
Purpose of Entertainment <i>MEETING WITH KEN BOSKOFF RE: WOOD SUPPLY &amp; PPA.</i>	
Amount Claimed  <i>30.12</i>	
Treasurer Signature	Date

An itemized receipt must be attached to process payment

VALHALLA INN  
1 Valhalla Inn Road  
Thunder Bay, ON  
P7E 6J1  
807-577-1121

\*\*\* TRANSACTION RECORD \*\*\*

Tran. #: 8097  
RUC: Timbers  
Table #: 823  
Check #: 831  
Group #: 1  
Employee #: 2003  
Employee Name: Laura L

VISA CREDIT

Pre-Auth Purchase  
XXXXXXXXXXXX6746 C  
AID: A0000000031010

Amount \$27.12

Tip \$3.00

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TOTAL CAD\$30.12

APPROVED 012695  
00-001 012695  
VLHLWS04/VLHLWC04  
130001001002  
2014/09/26 08:20:41

TUR: 0080008000  
TSI: F800

Customer Copy

**TIMBERS**  
Valhalla Inn  
1 Valhalla Inn Road  
Thunder Bay, Ontario, P7E 6J1  
Phone: 807.577.1121  
GST#: 895635716

2003 Laura L

Tbl 823/1 Chk 831 Gst 2  
Sep26'14 07:47AM

1 COFFEE	2.65
1 LG ORANGE	2.35
1 OMELETTE	6.75
1 MUESLI	7.75
1 BAGEL MULTIG	3.50
SIDE SALSA	
1 OPEN FOOD	1.00
Charge Tip	3.00
A9503/F & B VISA	
XXXXXXXXXXXX6746	
VISA	30.12
Subtotal	24.00
Service Chrg	3.00
Tax	3.12
Paid	30.12

-----2003 Check Closed-----  
-----Sep26'14 08:22AM-----