

7/18

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

1. Attendee	Kew Perry							
2. Conference/Seminar Attended	RRMA / ROMA							
Location (Facility and City)	Rainy River, Legion Toronto, Sheridan							
Dates								
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast	15.00							15.00
Lunch	20.00		20.00					40.00
Dinner	40.00		40.00				40.00	120.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Reason					Total
Mileage Claimed	KM x \$0.45 =							
6. Approved								
	Total Expenses							175.00
	Advance Received							
	Balance Claimed							175.00
	Balance Refunded							

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.

Feb 2 / 17  
Date

Kew Perry  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier
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**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	Kew Perry
Conference / Seminar Attended	RRDMA ROMA
Location	Rainy River Legion Toronto Sheridan Hotel
Dates	Jan 28 Jan 29, 30, 31 / 17

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	30	31				28	29	
Amount	160. <sup>00</sup>	160. <sup>00</sup>				160. <sup>00</sup>	160. <sup>00</sup>	640. <sup>00</sup>

Name (Please Print)	Signature
Kew Perry	Kew Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council