

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

1. Attendee	Ken Perry							
2. Conference/Seminar Attended	NOMA Board Meeting / Fall Conference							
Location (Facility and City)	Victoria INN Thunder Bay							
Dates	Sept 19, 20, 21, 22							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch			17 00			17 00		34 00
Dinner				35 00	35 00			70 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				104 00
				Advance Received				
				Balance Claimed				104 00
				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 25/17
Date

Ken Perry
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee <i>Ken Perry</i>	<i>Ken Perry</i>
Conference / Seminar Attended	<i>NOMA Fall Conference NOMA Board Meeting</i>
Location	<i>Victoria B.C. Thunder Bay</i>
Dates	<i>Sept 19, 20, 21, 22</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		<i>Sept 19</i>	<i>20</i>	<i>21</i>	<i>22</i>			
Amount		<i>160⁰⁰</i>	<i>160⁰⁰</i>	<i>160⁰⁰</i>	<i>160⁰⁰</i>			<i>\$640⁰⁰</i>

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council