

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

1.	Attendee	June Caul							
2.	Conference/Seminar Attended	AAO 2016							
	Location (Facility and City)	Windsor, ON							
	Dates	Aug. 14-17, 2016							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation	\$116.00							\$116.00
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	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		116.39	
						Advance Received			
						Balance Claimed		116.39	
						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.

Feb. 21, 2017
Date

June Caul
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

		10-002-0000-0010-20100	
Date	Treasurer	A/P	Cashier

After recently discovering that this Via Rail bill could be reimbursed, I have submitted this. After our flight was cancelled by Porter Airlines, we chose to take Via Rail in order to arrive in Windsor on time for delegation meetings. Porter refused to reimburse us.

Boarding Pass/Carte d'accès à bord

Name/Nom

CAUL/JUNE

From/Départ

THUNDER BAY

Frequent Flyer/Voyageur Assidu

Flight/Vol

PD 634 14Aug16

Boarding Time/Heure D'embarquement

12:40 PM

To/Destination

TORONTO

Reservation/Reservation

042P35

Gate/Porte

5

Seat/Siège

5B

Seq
35



VIA RAIL CANADA INC
UNION STATION
TORONTO ON

CARD *****7541
CARD TYPE MASTERCARD
DATE 2016/08/14
TIME 3571 17:19:45
CLERK ID 453809
INVOICE # 7259
RECEIPT NUMBER
C84106345-001-001-099-0

PURCHASE
TOTAL

\$116.39

MASTERCARD
A0000000041010
C1CE60C0B4637EAF
0000008000-E800
F2414A91A838787E

APPROVED

AUTH# 083820 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

porter