



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/45**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 7, 2013
SUBJECT: Councillor Rick Wiedenhoeft – NOMA Conference Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$70.00 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as submitted by Councillor Rick Wiedenhoeft.

Conference Expenses

1. Meals	\$ 70.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 520.00</u>

The registration fee of \$225.00 and hotel accommodation of \$255.36 was paid by the Town resulting in the total cost of \$1,000.36 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule 'A' 2. and By-Law No. 02/10 4.4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$520.00 for attendance at the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Rick Wiedenhoeft in the amount of \$520.00 to attend the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as outlined in this report.

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

1.	Attendee	<i>Rick Wiedenbeck</i>							
2.	Conference/Seminar Attended	<i>N. O. M. A.</i>							
	Location (Facility and City)	<i>Victoria Inn Thunder Bay.</i>							
	Dates	<i>Wednesday April 24 - Friday April 26, 2013</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	<i>Paid by Town card</i>							<i>✓</i>
	Transportation								
	Breakfast								
	Lunch								
	Dinner				<i>35.00</i>		<i>35.00</i>		<i>* 70.00</i>
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason	<i>Gas paid by Paul Ryan</i>				Total
	Mileage Claimed	<i>KM x \$0.47 =</i>							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						<i>* 70.00</i>			
						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.

Thursday April 30, 2013
Date

R. Wiedenbeck
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee Rick Widenhoef

Conference/Seminar Attended N.O.M.A.

Location Thunder Bay

Dates Wed. April 24 - Friday April 26 /13

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			April 24	April 25	April 26			3 days
Amount			150.00	150.00	150.00			*450.00

Submitted by: Rick Widenhoef

Date: Tuesday April 30/13

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period _____