



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2013/43**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 7, 2013  
**SUBJECT:** Councillor Ken Perry – NOMA Conference Travel & Per Diem

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**BACKGROUND**

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$148.07 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 Ken Perry.

Conference Expenses

1. Meals	\$ 70.00
2. Vehicle Fuel (Own Vehicle)	78.07
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 598.07</u>

The registration fee of \$225.00 and hotel accommodation of \$255.36 was paid by the Town resulting in the total cost of \$1,078.43 to attend the NOMA Conference as authorized by Council.

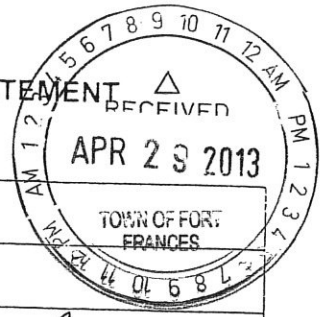
The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule 'A' 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$598.07 for attendance at the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as submitted by Councillor Ken Perry.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Ken Perry in the amount of \$598.07 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	Ken Perry							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	Victoria Inn Thunder Bay							
Dates	APR. 24, 25, 26							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				Pd	Pd			
Transportation								
Breakfast								
Lunch								
Dinner				35.00		35.00		70.00
Per Diem				150.00	150.00	150.00		450.00
Other								
4. Prepaid Expenses	Registration	Air Travel		Other			Total	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.45 =							
Travel	Gas in Car			78.07				78.07
6. Approved				Total Expenses				
				Advance Received				
				Balance Claimed				148.07
				Balance Refunded				598.07 dw

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.

Date April 27/13

Ken Perry  
Employee Signature

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Division Manager Signature \_\_\_\_\_

Date \_\_\_\_\_ Treasurer \_\_\_\_\_

A/P \_\_\_\_\_

Cashier \_\_\_\_\_

COPY



**Fort Frances Husky**

500 Kings Highway  
Fort Frances, ON P9A 3P8  
(807) 274-7680

GST# R860969096 Merchant ID:4976296

Receipt 71495635

Type: SALE

Qty	Name	Price	Total
1	87 GAS	\$ 1.299	\$ 35.41
	Pump:	7	
	Litres:	27.260	
Subtotal			\$ 35.41
HST Fuel			\$ 4.07
Total			\$ 35.41
Cash			\$ 50.00
Change Cash			-\$ 14.59

4/27/13 10:49:24 AM

Pos:71 Cashier:50 Store:7220

Earn FREE fuel faster.  
Register today at [myHuskyRewards.ca](http://myHuskyRewards.ca)



**We're drivers too.**

KAKABEKA ESSO

HWY 17

KAKABEKA FALLS, ON P0T 1W0

VRN R888775616

2013/04/26 17:36

**\*\* CASH SALE \*\***

ITEM	QTY	PRICE	AMOUNT
REGLR	31.860L	\$1.339	42.66I
GST INCL. IN FUEL			4.91
TOTAL			\$42.66

LOYALTY: NO

**TOWN OF FORT FRANCES - SCHEDULE "E"**  
**TRAVEL WAIVER OF LIABILITY FORM**

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date <i>Apr. 23/13</i>

**Town of Fort Frances**  
**Travel Statement - Mayor/Council Honorarium**

Attendee Kew Perry

Conference/Seminar Attended NOMA

Location Victoria Inn

Dates Apr 24, 25, 26 2013

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			APR 24	APR 25	APR 26			
Amount			150 <sup>00</sup>	150 <sup>00</sup>	150 <sup>00</sup>			\$450.00

Submitted by: Kew Perry

Date: Apr 27/13

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

or Payroll	
Pay period	_____