

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

1.	Attendee	MARK MCCAIG							
2.	Conference/Seminar Attended	AMO AGM							
	Location (Facility and City)	NIAGRA FALLS, CONFERENCE CENTRE							
	Dates	AUG. 13 (TRAVEL DAY) 16 → 19th							
3.		Sun.	Mon. 17	Tues. 18	Wed. 19	Thurs. 13 th	Fri. 14	Sat. 15	Total
	Accommodation								
	Transportation								
	Breakfast		15.00	15.00	15.00	12.00	—	—	57.00
	Lunch		—	20.00	20.00	16.00	—	—	56.00
	Dinner		40.00	40.00	35.00	40.00	—	—	155.00
	Per Diem		10.00	10.00	10.00	10.00			40.00
	Other TAXI & PARKING				85.00				85.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	Unavailable				Total
	Mileage Claimed	720	KM x \$0.47 =	338.40					338.40
6.	Approved							Total Expenses	731.40
								Advance Received	
								Balance Claimed	
								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.

AUG. 24, 2015
Date

Mark McCaig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



RECEIPT

Date Aug 19/15 Fare \$18.00

From _____

To _____

Car# 09Driver MERU

sales@niagarafallstaxi.com

RECEIPT

CALL NO. _____ DATE 19-8-2015CAB NO. 1203 AMOUNT \$ 17.00DRIVER'S NAME JERRYFROM ELIZABETH STTO PORTER AIRPORT

NOTE: AMOUNT SHOWN ABOVE INCLUDES HST
Driver is an Independent Contractor, any HST Input Credit
may be claimed as "NOTIONAL" or applied to driver's
registration number, not Co-op Cabs.

DRIVER'S HST NO.
(if applicable)

minus \$20.00
for personal
days.

AEROPORT INTERNATIONAL
THUNDER BAY
INTERNATIONAL AIRPORT
www.tbairport.on.ca

**** TICKET ****

LANE/VOIE: West 3 Pay Station

Entered/Arrivee:

2015/08/19 11:25

Ticket/Billet#: 86503597

Dur/Duree: 148:13:08

Paid On/Paye Le:

2015/08/19 15:39

Paid/Paye: \$ 70.00

Original Fee: \$ 70.00

HST: \$ 8.05

Change: \$ 0.00

VISA

SC: \$ 0.00

Merchant ID: 00351395

*****6190 Swiped

VISA

Purchase 15/08/19 15:39:48

Seq# 000002 005

Auth# 084470