

To: Mayor Avis & Member of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 19, 2014
Subject: Councillor Elect Wendy Brunetta – Rainy River District Queen’s Park
Delegation Travel Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$110.00 to attend the Rainy River District Delegation at Queen’s Park for November 3 & 4, 2014 as submitted by Councillor Elect Wendy Brunetta.

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim for November 3 & 4, 2014 in the total amount of \$110.00 as submitted by Councillor Elect Wendy Brunetta to attend the Rainy River District Delegation at Queen’s Park.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim for November 3 & 4, 2014 in the total amount of \$110.00 as submitted by Councillor Elect Wendy Brunetta to attend the Rainy River District Delegation at Queen’s Park.

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

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	Queen's Park							
	Location (Facility and City)	Toronto							
	Dates	Nov. 3-4, 2014							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast			12.00	15.00				12.00
	Lunch		40.00	16.00	20.00				16.00
	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 \$0.47 =							
6.	Approved					Total Expenses	\$110.00	98.00	
						Advance Received	-	-	
						Balance Claimed	\$110.00	98.00	
						Balance Refunded			

15.00 del
20.00 del
75.00 del

del
del

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.

Nov. 18, 2014
Date

Wendy Brunetta
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier