

7/21

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	Roma Conference							
	Location (Facility and City)	Sheraton Center Toronto hotel Toronto (Winnipeg)							
	Dates	Jan. 28, 29, 30 & 31, 2017							
		29	30	31				28	
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	242.44	242.44	0				153.71	638.59
	Transportation my visa	438.01		47.39	CAN (GAS) Town	(GAS) CAN		16.78	502.18
	Breakfast	15	0	0		← Visa →		0	15
	Lunch	20	0	20				0	40
	Dinner	40	0 (own)	40				40.00	120
	Per Diem	10	10	10				10.00	40
	Other Air baggage	63.00	26.25					22.60	111.85
	Taxi	59.00		68.00					127.00
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
		621.50		on own visa		Totals listed above			621.50
		Kathy Visa					Kathy Visa		
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved				Total Expenses			0	2216.12
					Advance Received			0	
					Balance Claimed			653.01	
					Balance Refunded			653.01	

Kathy Visa  
my visa  
my visa  
my visa  
my visa  
my visa  
Town Visa  
Town Visa

**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.

Date Feb 1<sup>st</sup>, 2017

Date \_\_\_\_\_

Date \_\_\_\_\_

Doug Brown

Employee Signature \_\_\_\_\_

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

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

		10-020-0262150071530	
Date	Treasurer	A / P	Cashier

2017

PAYMENT RECEIPT/RECU DE PAIEMENT

6

3

2121159803

1 OF 1

PASSENGER RECEIPT

CA

25NOV16 11000371

FVK MSG /GUEST SGC CAD

6

BROWN/DOUGLAS MR

BROWN/DOUGLAS MR

MB

WINNIPEG

XC18

WS 522 X 09JAN

TORONTO ON

DC14QM

WS 475 D 31JAN

MB

WINNIPEG

ZPUSLN/WS

NONREF - FEE FOR CHG/CXL

FWG WS YT0180.00WS YWQ125.00CAD305.00END

FP X3059\*041245 24.05

BTXXXXXXXXXXXXX7368\*CA0948 413.96 VIXXXXXXXXXXX

JAD 305.00  
JA 14.25  
G 19.51  
T 99.25  
JAD 438.01

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838 2121159803 6

\*\*\*\*\*DUPLICATE\*\*\*\*\*

NOT VALID FOR TRAVEL

838 2121159803 6

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