

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

1.	Attendee	<i>Doug Brown</i>							
2.	Conference/Seminar Attended	<i>AMO</i>							
	Location (Facility and City)	<i>Shaw Center Ottawa</i>							
	Dates	<i>Sun Aug 18 to Wed Aug 21 /19</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	<i>205.66</i>	<i>205.66</i>	<i>205.66</i>	<i>/</i>				<i>616.98</i> <sup>K</sup>
	Transportation <i>Taxi</i>	<i>36.45</i> <sup>D</sup>			<i>38.05</i> <sup>D</sup>				<i>74.50</i> <sup>D</sup>
	Breakfast	<i>/</i>	<i>20.00</i>	<i>/</i>	<i>/</i>				<i>20.00</i> <sup>D</sup>
	Lunch	<i>17.00</i>	<i>/</i>	<i>/</i>	<i>25.00</i>				<i>42.00</i> <sup>D</sup>
	Dinner	<i>45.00</i>	<i>45.00</i>	<i>45.00</i>	<i>35.00</i>				<i>170.00</i> <sup>D</sup>
	Per Diem	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>				<i>40.00</i> <sup>D</sup>
	Other <i>Baggage</i>	<i>52.50</i> <sup>D</sup>		<i>52.50</i> <sup>D</sup>	<i>80.00</i> <sup>T</sup>	<i>29.53</i> <sup>T</sup>			<i>214.53</i> <sup>1050</sup>
					<i>USA</i>				
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		<i>909.65</i>		<i>784.35</i>				<i>1694.</i>	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							<i>N/A</i>
6.	Approved								Total Expenses
									<i>2872.01</i>
									Advance Received
									<i>451.50</i>
									Balance Claimed
									<i>451.50</i>
									Balance Refunded
									<i>451.50</i>

**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 22 /19*  
Date

*Doug Brown*  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

		<i>10-020-0262-1500-71531</i>	
Date	Treasurer	A / P	Cashier

10-020-0262-1500-71531

MY

BLUE LINE TAXI  
(613) 238 - 1111

Merchant ID: 4325052A  
Driver ID: 55959  
Record Num.: 0002

### Sale

Application Label: VISA CREDIT

XXXXXXXXXXXX3059

AID: A0000000031010

VISA

Entry Method: Chip

Total: CAD\$ 36.45

2019/08/18

19:06:28

Resp Code: 00

TVR: 8080009000  
TSI: 7800

Inv#: 003363

Appr Code: 088721

Apprvd: Online

Batch#: 000076

TRN Ref #:

469230831888894

Validation Code:

P8TB

DESCRIPTION:

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

BLUE LINE TAXI  
(613) 238 - 1111

TERMINAL ID: 324-301-825  
MERCHANT ID: 4325052A  
VEHICLE ID: 1109  
DRIVER ID: 00055959

TRIP NUMBER: 5608  
PASSENGERS: 1

08/18/2019  
START: 18:05

END: 19:06

FARE AMOUNT: \$ 31.45  
EXTRA AMOUNT: \$ 5.00

TOTAL : \$ 36.45

VISA SALE : \*\*\*\*\*3059

APPROVAL NUMBER : 088721

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB

10-020-0262-1500-71531

MY

CAPITAL TAXI 214  
903-450 LAURIER AVE W  
OTTAWA, ON K1R 1A9

Merchant ID: 000000005941121  
Term ID: 02230029  
25554080010

### Purchase

VISA CREDIT

XXXXXXXXXXXX3059

AID: A0000000031010

Entry Method: Chip

Batch#: 000430

08/21/19

11:23:27

Ref#: 000050390091

Inv #: 002073 Appr Code: 050131

Amount: \$ 33.05

Tip: \$ 5.00

Total: \$ 38.05

Customer Copy

(613) 614-8627



## PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom  
BROWN/DOUGLASPNR  
ZIHKGNDate  
18AUG19Time/Heure  
11:40AM

Description	Fee/Frais (CAD)	GST/TPS	Total (CAD)
SECOND BAG 8382604141172	\$50.00	2.50	52.50
10-020-0262-1500-71531 MY			
	\$50.00	2.50	52.50

Total (CAD)  
BROWN/DOUGLAS  
\$50.00 \$2.50RECEIPT/RECU 1/1  
VI XXXXXXXXXXXXX3059 0420  
AUTH 06440IGST/TPS No.866112535  
QST/TVQ No.1202807956 TQ0001KIOSK ID  
YWGECUSS13

## PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom  
BROWN/DOUGLASPNR  
ZIHKGNDate  
21AUG19Time/Heure  
11:27AM

Description	Fee/Frais (CAD)	GST/TPS	Total (CAD)
SECOND BAG 8382604174785	\$50.00	2.50	52.50
10-020-0262-1500-71531			
MY	\$50.00	2.50	52.50

Total (CAD)  
BROWN/DOUGLAS  
\$50.00 \$2.50RECEIPT/RECU 1/1  
VI XXXXXXXXXXXXX3059 0420  
AUTH 07176IGST/TPS No.866112535  
QST/TVQ No.1202807956 TQ0001KIOSK ID  
YOWCK430

# NOVOTEL

## OTTAWA

Novotel Ottawa  
33 Nicholas Street  
Ottawa, ON K1N 9M7

Telephone: (613) 230-3033  
Fax: (613) 760-4766  
novotelottawa@novotelottawa.com

HST/TVH # R139252514

Douglas Brown  
ON  
Canada

Room No. : 732  
Arrival : 08-18-19  
Departure : 08-21-19  
Page No. : 1 of 1  
Folio No. : 298875  
Conf. No. : 491116  
Cashier No. : 77

### INVOICE

Membership No. :  
A/R Number :  
Group Code : AMOANNUALGENER\_002  
Company Name : Ass'n of Municipalities of Ontario  
Voucher No. : 32LL2CGJ  
Reference No. :

08-21-19

Date	Description	Charges	Payments
08-18-19	Deposit Transfer at C/I		616.98
08-18-19	Accommodation	175.00	
08-18-19	Municipal Accomodation Tax	7.00	
08-18-19	HST	23.66	
08-19-19	Accommodation	175.00	
08-19-19	Municipal Accomodation Tax	7.00	
08-19-19	HST	23.66	
08-20-19	Accommodation	175.00	
08-20-19	Municipal Accomodation Tax	7.00	
08-20-19	HST	23.66	
Total		616.98	616.98
Balance			0.00

*Thank you for staying at the Novotel Ottawa, we hope to welcome you again. Best price guaranteed by booking at [www.novotelottawa.com](http://www.novotelottawa.com)*