

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
Subject: Councillor Wendy Brunetta – Registration Reimbursement

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Expense Statement – the amount of \$200.01 for reimbursement of Municipal Councillor Financial Literacy registration costs as submitted by Councillor Wendy Brunetta (see the attached receipt).

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the reimbursement of Municipal Councillor Financial Literacy costs in the amount of \$200.01 as submitted by Councillor Wendy Brunetta.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the reimbursement of Municipal Councillor Financial Literacy costs in the amount of \$200.01 as submitted by Councillor Wendy Brunetta

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

1.	Attendee	<i>Wendy Brunelle</i>							
2.	Conference/Seminar Attended	<i>Municipal Councillor Financial Literacy</i>							
	Location (Facility and City)	<i>FF Public Library (on-line)</i>							
	Dates	<i>April 14/16</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other - <i>Registration</i>								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		<i>\$ 200.01</i>						<i>200.01</i>	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	<i>KM x \$0.47 =</i>							
6.	Approved					Total Expenses		<i>200.01</i>	
						Advance Received		<i>0</i>	
						Balance Claimed		<i>200.01</i>	
						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.

April 19/16
Date

Wendy Brunelle
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Order #19

Order Date: April 14, 2016

Status: Complete

Total: \$200.01

Billing Address

Wendy Brunetta

Email: wendyb7@shaw.ca

Phone: 8072745323

Fax: 807-274-8479

Town of Fort Frances

320 Portage Avenue

Fort Frances, Ontario P9A3P9

Canada

Payment Method: Credit Card

Payment Status: Paid

Products(s)

SKU	Name	Price	Quantity	Total
MCFL	Municipal Councillor Financial Literacy	\$177.00	1	\$177.00

Sub-Total: \$177.00**Tax:** \$23.01**Total:** \$200.01