



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/96**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 5, 2016
SUBJECT: Mayor Roy Avis – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Schedule “B” Travel Expenses of \$161.60 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016 as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$ 70.00
2. Own Vehicle Fuel	91.60
3. Per Diem (2 ½ days)	<u>375.00</u>
Total Per Diem & Travel Claims	<u>\$ 536.60</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$1,046.50 to attend the AMO Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$536.00 as submitted by Mayor Roy Avis for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$536.60 as submitted by Mayor Roy Avis for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016.

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

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	THUNDER BAY ONT.							
Dates	SEPT 21, 22, 23							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch				35.00	35.00			70.00
Dinner				40.00	40.00			80.00
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 =			FUEL COST				91.60
6. Approved				Total Expenses				161.60
				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.

SEPT 26 2016
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Husky



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100 Kings Highway
Fort Frances ON P9A 3P8
(800) 274-7180

VISA #04707390 Merchant ID:4976296

Receipt# 71303140

Cash SALE

Qty	Name	Price	Total
87	GAS	\$ 1.049	\$ 47.15
	Pumps	3	
	Litres	44.946	
	Price / Litre	\$ 1.049	

Total	\$ 47.15
GST HST Fuel	\$ 5.42

Total	\$ 47.15
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Purchase	\$ 47.15
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#*****2400 Exp **/ ** S

VISA C9/26/2016 13:50:00

71 0718 71 RESP:001 180:00

R 103700100100 Auth:067771

Approved

6/26/16 1:50:02 PM

rs:71 Cashier:01 Store:7320

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Thunder Bay ON P7E5R6

ESSO EXPRESS PAY

WEST ARTHUR ESSO
00303214
645 ARTHUR ST. W.
THUNDER BAY, ON P7E
URN:R120985767
09/23/2016 560141816
12:55:30 PM

PUMP# 4
REGLR 40.447L
PRICE/L \$1.099
FUEL TOTAL \$ 44.45

HST in fuel \$ 5.11
CREDIT \$ 44.45

TYPE: PURCHASE
ACCOUNT: VISA \$44.45
AUTH: 098771-F INVOICE: PAD75521
CARD NUMBER: C **** * 8498
VERIFIED BY PIN
A- VISA CREDIT
B- A000000031010

01 Approved - Thank You 027

LOYALTY: NO
IMPORTANT - retain this copy for your
records

Thank You



VICTORIA INN

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Roy Avis
320 Portage Avenue
Fort Frances, Ontario

P9A 3P9

Page # 1
Res. # 502768 Ref: 30995SB00162
Checked in Wed Sep 21/16 - 6:12pm
Checked out Fri Sep 23/16 - 12:10pm
Nights 2
Room Rate 115.00
Room 253

Group: NOMA* Conference

Date	Description	Reference	Charges	Credits
Sep21	PAID BY VISA - Th auth #060526	*****8250		259.90
Sep21	Room - Government Rate		115.00	
Sep21	HST		14.95	
Sep22	Room - Government Rate		115.00	
Sep22	HST		14.95	
			0.00	259.90

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Charge Summary:
HST

29.90

KATHY'S CREDIT CARD

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	<i>Roy Avis</i>
Conference / Seminar Attended	NOMA
Location	THUNDER BAY
Dates	SEPT 21, 22, 23

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			SEPT 21	SEPT 22	SEPT 23			
Amount			75.00	150.00	150.00			375.00

Name (Please Print)	Signature
<i>Roy Avis</i>	<i>[Signature]</i>
Approved	Date
	SEPT 26 2016

To be submitted to Payroll for processing when approved by Council