

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

1. Attendee	<i>Mark McLaig</i>							
2. Conference/Seminar Attended	<i>Forestry Consultation</i>							
Location (Facility and City)	<i>Thunder Bay (with Mayer Avis)</i>							
Dates	<i>April 23rd, 2015</i>							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch					<i>16.00</i>			<i>16.00</i>
Dinner					<i>35.00</i>			<i>35.00</i>
Per Diem					<i>10.00</i>			<i>10.00</i>
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	<i>KM x \$0.47 =</i>							
6. Approved								
	Total Expenses							<i>61.00</i>
	Advance Received							
	Balance Claimed							<i>61.00</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.

May 13, 2015
Date

Mark McLaig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier