



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2013/86**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** September 4, 2013  
**SUBJECT:** Councillor Andrew Hallikas – AMO Conference Travel & Per Diem Claims

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**BACKGROUND**

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$267.00 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$675.00 for the AMO Conference attendance in Ottawa from August 18 to 21, 2013 as submitted by Councillor Andrew Hallikas.

Travel Expenses

1. Meals	\$267.00
2. Per Diem (4 1/2days)	<u>675.00</u>
Total Per Diem & Travel Claims	<u>\$ 942.00</u>

The registration fee of \$785.35, Winnipeg hotel accommodations of \$122.17, Ottawa hotel accommodation of \$979.71 and Airfare of \$789.73 were paid by the Town resulting in the total cost of \$3,618.96 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule 'A' 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$942.00 for the AMO Conference attendance held in Ottawa from August 18 to 21, 2013 as submitted by Councillor Andrew Hallikas.

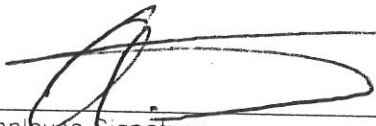
Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor Andrew Hallikas, in the total amount of \$942.00 for the AMO Conference attendance held in Ottawa from August 18 to 21, 2013

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

1. Attendee	Andrew Hallikas								
2. Conference/Seminar Attended	AMO								
Location (Facility and City)	Ottawa								
Dates	August 18, 19, 20, 21 (2013)								
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
Accommodation									
Transportation									
Breakfast	12.00	15.00	15.00	15.00				57.00	
Lunch	20.00	—	20.00	20.00				60.00	
Dinner	40.00	40.00	—	35.00			35.00	150.00	
Per Diem									
Other									
4. Prepaid Expenses	Registration		Air Travel		Other		Total		
							5267.00		
5. Town Used Vehicle	Yes	No	Reason					Total	
Mileage Claimed	KM x \$0.45 =								
6. Approved					Total Expenses				267.00
					Advance Received				
					Balance Claimed				267.00
					Balance Refunded				

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 16 / 13  
Date

  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date

Treasurer

A/P

Cashier

**Town of Fort Frances**  
**Travel Statement - Mayor/Council Honorarium**

Attendee Andrew Hallikas

Conference/Seminar Attended AMO

Location Ottawa

Dates August 18, 19, 20, 21 (2013)

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug 19	Aug 20	Aug 21			Aug 17	Aug 18	
Amount	\$150. <sup>00</sup>	\$150. <sup>00</sup>	\$150. <sup>00</sup>			\$75. <sup>00</sup>	\$150. <sup>00</sup>	\$625. <sup>00</sup>

Submitted by: Andrew Hallikas

Date: Aug 26/13

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

or Payroll	
Pay period	