

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	MPAC - STRATEGIC PLAN INPUT 2017 to 2020							
	Location (Facility and City)	Thunder Bay - Victoria Inn							
	Dates	June 13, 2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch			17.00					17.00
	Dinner			/					
	Per Diem			/					
	Other			/					
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved	Total Expenses							17.00
		Advance Received							0
		Balance Claimed							17.00
		Balance Refunded							17.00

**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.

June 14/17  
Date

Doug Brown  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Wendy Brunetta <wendyb7@shaw.ca>; Wendy Landry <wlandry@shuniah.org>

**Subject:** MPAC Session - June 13 in Thunder Bay

Good Morning,

Thanks to those communities who have confirmed their attendance to the MPAC session taking place in Thunder Bay, Tuesday, June 13. **The MPAC workshop will take place from 1:00 pm to 3:00 pm in the Kensington Room at the Victoria Inn.**

**MPAC will have a third party consultant to conduct real time voting as part of their planning process. They have requested that attendees arrive with a smartphone or laptop in order to participate in the voting.**

Please forward to your members of council and/or senior administration who are registered to attend. I sent this information out on May 31 but have had a number of inquiries from those registered that they didn't receive this yet. Thanks so much!

Thanks,  
Kristen

**Kristen Oliver**

Executive Director

e. [admin@noma.on.ca](mailto:admin@noma.on.ca)

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