

**To: Mayor and Council**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: December 10, 2014**  
**Subject: Councillor Ken Perry –Ontario’s Boreal Forest Forum Travel & Per Diem Claims**

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### **BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$82.00 and Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend Ontario’s Boreal Forest Forum held in Atikokan on November 26, 2014 as submitted by Councillor Ken Perry.

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

#### Forum Expenses

1.	Meal Allowance	\$ 35.00
2.	Gas (Town owned vehicle)	47.00
3.	Per Diem (1 Day)	<u>150.00</u>
	Total Travel Expense & Per Diem	<u>\$232.00</u>

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims for November 26, 2014 in the total amount of \$232.00 as submitted by Councillor Ken Perry to attend the Ontario’s Boreal Forest Forum held in Atikokan.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims for November 26, 2014 in the total amount of \$232.00 as submitted by Councillor Ken Perry to attend the Ontario’s Boreal Forest Forum held in Atikokan.

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

1.	Attendee	Ken Perry							
2.	Conference/Seminar Attended	Resolute Presentation on Lobby Concerns							
	Location (Facility and City)	Atikokan Legion							
	Dates	Nov 26 2014							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner				35.00				35.00
	Per-Diem				150.00				150.00
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
	6 A.S								47.00
6.	Approved						Total Expenses	\$82.00	232.00
							Advance Received		
							Balance Claimed	\$82.00	232.00
							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.

Nov. 27/14  
Date

Ken Perry  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

Date	Treasurer	A / P	Cashier



Safeway Fort Frances  
417 Scott Street Fort Frances ON  
Phone: 807.274.4521  
GST# 831536503

Served by: Justin W

Fuel Unleaded	96	\$47.00
SUBTOTAL		\$47.00
TOTAL TAX		\$0.00
<b>TOTAL</b>		<b>\$47.00</b>
Visa	TENDER	\$47.00
Cash	CHANGE	\$0.00

NUMBER OF ITEMS 1

CLIENT ID 9803	INSERTED
TERMINAL ID-085	
** PURCHASE	** \$ 47.00
CARD Visa	RCPT 3813000
NO. *****3306	RESP 000
DATE 11/26/2014	TIME 22:07:56
AUTH # 040950	REF.# 00000060
APPL. VISA	
AID A0000000031010	
TVR 0000008000	TSI F800

APPROVED

NO SIGNATURE REQUIRED

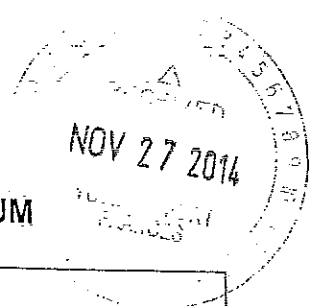
BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S AGREEMENT WITH  
CARDHOLDER

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Thank you for shopping at Our Store  
Come Again Soon

\*\*\*\*\*  
How was your shopping experience?  
Please share your thoughts online.  
[safewaycanada.survey.marketforce.com](http://safewaycanada.survey.marketforce.com)  
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**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**



Attendee	Kew Perry
Conference / Seminar Attended	Resolute Presentation on Lobby Issues
Location	Atikokan Atikokan Legion
Dates	Nov 26/14

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			150 <sup>00</sup>					150 <sup>00</sup>
Amount								

Name (Please Print) Kew Perry	Signature Kew Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council



# TOWN OF FORT FRANCES

## COUNCIL

Session No. 120

Resolution No. 1505

Moved by Ken Perry

Dated November 10, 2014

Seconded by Paul Ryan

THAT the invitation in an e-mail dated October 31, 2014 from Resolute Forest Products  
Re: Ontario's Boreal Forest Town Hall Forum – Atikokan, November 26, 2014 be  
received and further that following be authorized to attend: any Councillors who  
would like to attend,  
on the basis of

per diem  
travel policy  
none

	Yea	Nay	Disclosure of Interest
R. Avis			
J. Albanese			
A. Hallikas			
D. Kitowski			
K. Perry			
G. Paul Ryan			
R. Wiedenhoef			

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
<u>                    </u> MAYOR or DEPUTY MAYOR	