

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

1.	Attendee	Wendy Brunelle								
2.	Conference/Seminar Attended	Municipal Councillor Financial Literacy								
	Location (Facility and City)	FF Public Library (on-line)								
	Dates	April 14/16								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation									
	Transportation									
	Breakfast									
	Lunch									
	Dinner									
	Per Diem									
	Other - Registration									
4.	Prepaid Expenses	Registration		Air Travel		Other		Total		
		\$ 200.01						200.01		
5.	Town Used Vehicle	Yes	No	Reason					Total	
	Mileage Claimed	KM x \$0.47 =								
6.	Approved					Total Expenses				200.01
						Advance Received				0
						Balance Claimed				200.01
						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.

April 19/16
Date

Wendy Brunelle
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Order #19

Order Date: April 14, 2016

Total: \$200.01

Status: Complete

Billing Address

Wendy Brunetta
Email: wendyb7@shaw.ca
Phone: 8072745323
Fax: 807-274-8479
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario P9A3P9
Canada

Payment Method: Credit Card
Payment Status: Paid

Products(s)

SKU	Name	Price	Quantity	Total
MCFL	Municipal Councillor Financial Literacy	\$177.00	1	\$177.00

Sub-Total: \$177.00
Tax: \$23.01
Total: \$200.01