

To: Mayor Avis & Members of Council
From: Laurie Witherspoon, Treasurer
DATE: September 2, 2014
Subject: Mayor Roy Avis – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$675.00 and Schedule “B” Travel Expenses of \$402.83 to attend the Association of Municipalities of Ontario (AMO) General Meeting & Conference held in London, Ontario from August 16 – 20, 2014 as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$262.00
2. Gasoline – Own Vehicle	140.83
3. Per Diem (4 1/2 days)	<u>675.00</u>
Total Per Diem & Travel Claims	\$1,077.83

The registration fee of \$740.15, airfare of \$593.78 and hotel accommodations of \$803.42 were paid by the Town resulting in the total cost of \$3,215.18 to attend the AMO Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,077.83 as submitted by Mayor Roy Avis for his attendance at the AMO Conference held in London, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,077.83 as submitted by Mayor Roy Avis for his attendance at the AMO Conference held in London, Ontario.

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

1.	Attendee	<u>Roy Avis</u>						
2.	Conference/Seminar Attended	<u>AMO CONFERENCE</u>						
	Location (Facility and City)	<u>LONDON ONTARIO</u>						
	Dates	<u>AUGUST 16, 17, 18, 19, 20, 2014</u>						

3.		Sun. 17 th	Mon. 18 th	Tues. 19 th	Wed. 20 th	Thurs.	Fri.	Sat. 16 th	Total
	Accommodation							15.00	
	Transportation				140.83				140.83
	Breakfast	12.00	—	—					12.00
	Lunch	20.00	—	20.00	20.00				60.00
	Dinner	40.00	40.00	40.00	35.00			35.00	190.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed	KM x \$0.45 =			

6.	Approved		Total Expenses	Total
			Advance Received	
			Balance Claimed	
			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.

AUGUST 22 2014
Date

[Signature]
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

CREDIT CARD TRANSACTION RECORD

CANADA SAFEWAY #674
417 SCOTT ST P9A1H3
FCPT FRANCES ON
22260091
SF2226009146

DATE TIME STR# TRM# TRM# DPER#
08/23/14 08:52AM 674 46 0014 0384
AMOUNT \$140.83
NO: *****6746 C
Card Type VI
VISA CREDIT
A0000000031010
Visa PURCHASE
AUTHOR: 065705
SEQ: 001257007
MERCH #: 22260091 111-SF2226009146
(00) APPROVED - THANK YOU

IMPORTANT - retain this copy for
your records

Have a Nice Day
Please Come Again

Customer copy



STORE NO: 807-274-4521
GST/HST #831526503

PR GAS MIOGRADE 151.58
SE Fuel Discount 10.75-
GAS MIOGRADE 107 583LB \$1.309 P1
*** TAX .00 BAL 140.83
VF Visa 140.83
ACCOUNT NUMBER *****6746
AUTHOR: #: 065705
CHANEL .00

TOTAL SAVINGS 10.75
TOTAL NUMBER OF ITEMS SOLD = 1
GAS MIOGRADE
INCLUDES 13.0% GST/HST 16.20
8/23/14 07:52 0674 46 0014 0384

YOUR CASHIER TODAY WAS JUSTIN

Your Savings

Paper Coupons 10.75
Total 10.75
Total Savings Value 7%


LET US HEAR FROM YOU!
1-800-723-3929 OR VISIT SAFEWAY.CA

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>Troy Aulis</i>	Signature 
Approved	Date <i>AUGUST 16 2014</i>

AMO Registration Form

AMO AGM and Annual Conference | August 17 - 20, 2014 | London, Ontario



Please send completed form to AMO Events via fax 416.971.9372 | via e-mail events@amo.on.ca
via mail to 200 University Avenue, Suite 801, Toronto, ON, M5H 3C6 or register online at www.amo.on.ca

REGISTRANT INFORMATION	
Name:	Roy Avis
Title:	Mayor
Municipality/Organization:	Town of Fort Frances
Full Mailing address:	320 Portage Avenue Fort Frances, Ontario P4A 3P9
Phone:	807 274-5323
Fax:	807 274-8479
E-mail:	klawson@fort-frances.com
Dietary needs:	None
Other needs (mobility, special requirements etc...): None	

REGISTRATION FEES (FEES IN BRACKETS INCLUDE HST)			PAYMENT INFORMATION	
Registration Type	AMO Member and Supporter Rates (Rate ends Aug 15)	Non Member Rates (Rate ends Aug 15)	Registration Fee including HST	\$ 740.15
<input type="checkbox"/> Full with Social Evening Ticket	\$720 (\$813.60)	\$920 (\$1039.60)	extra Tuesday evening social tickets	\$
<input checked="" type="checkbox"/> Full, No Social Evening Ticket	\$655 (\$740.15)	\$820 (\$926.60)	TOTAL to be remitted	\$ 740.15
<input type="checkbox"/> One Day: Mon Aug 18	\$365 (\$412.45)	\$490 (\$553.70)	PAYMENT METHOD	
<input type="checkbox"/> One Day: Tues Aug 19	\$365 (\$412.45)	\$490 (\$553.70)	<input type="checkbox"/> Invoice me (only available to Ontario Municipalities)	
<input type="checkbox"/> Half Day: Wed Aug 20	\$205 (\$231.65)	\$245 (\$276.85)	<input type="checkbox"/> Cheque payable to Association of Municipalities of Ontario	
<input type="checkbox"/> Extra Tuesday Evening Social Tickets	\$75 (\$84.75)	\$75 (\$84.75)	<input checked="" type="checkbox"/> Credit Card please complete details below.	

CAUCUS VOTING (AMO MEMBERS ONLY)	PLAN YOUR MONDAY AFTERNOON
<p>The AMO By-Law directs that each delegate who is an elected municipal official and an AMO member municipality is eligible to vote. It is up to each elected municipal official to indicate which caucus best represents his or her interests. Assignment of the Monday Lunch is also based on the identified caucus. You MUST declare a caucus when submitting this conference registration form.</p> <p>July 18, 2014 is the last date for changing Caucus. After July 18, 2014 changes to a declared Caucus are not permitted.</p> <p>Please indicate which caucus you wish to participate in:</p> <p> <input type="checkbox"/> County <input type="checkbox"/> Large Urban <input checked="" type="checkbox"/> Northern <input type="checkbox"/> Regional/Single Tier <input type="checkbox"/> Rural <input type="checkbox"/> Small Urban </p>	<p>As indicated there are three options for educational learning in the afternoon of Monday, August 18.</p> <p>Will you be attending:</p> <p> <input type="checkbox"/> A concurrent session <input type="checkbox"/> One of the Study Tours <input type="checkbox"/> One of the Out Trips (dinner included, \$45 + HST) </p> <p>If you and your companion wish to attend a study tour or out trip please complete the Tours and Trips Registration form.</p>

Cancellation Policy: Cancellations must be made in writing before July 11, 2014. An administration charge of \$70.00 plus HST (\$79.10) will apply. Any cancellations made after July 11, 2014, will not be refunded.

By completing this registration form you are providing the Association of Municipalities of Ontario (AMO) with consent to send information on all activities related to current and future AMO AGM's and Annual Conferences. If you wish to no longer receive information from AMO on this program please contact events@amo.on.ca to unsubscribe.

CREDIT CARD PAYMENT	
Please note a 5% (plus HST) administration fee will be applied to all credit card transactions.	<input type="checkbox"/> MasterCard <input checked="" type="checkbox"/> Visa
Credit Card #	4715 1680 0029 8250 Expiry 06/18
Name on Card:	Kathryn Lawson
Signature:	Kathryn Mac Lawson



PLUS

BEST WESTERN PLUS Winnipeg Airport Hotel
by FORTIS PROPERTIES

^{Rey}
MR. Barbara-Avis
523 Colonization Road East
Fort Frances ON P9A2S1
Canada

Arrival : 08-16-14
Departure : 08-17-14
Room No. : 443
Invoice No. :
Conf. No. : 35786
Page : 1 of 1

GST 896932449 R0001
PST 896932449 MT0001

Date	Description	Charges	Payments
08-16-14	Room Individual	129.00	
08-16-14	Accommodation Tax	6.45	
08-16-14	GST	6.77	
08-16-14	PST	10.32	
08-17-14	Visa		152.54
	XXXXXXXXXXXX8250 XX/XX		
Total		152.54	152.54
Balance			0.00

1715 Wellington Avenue, Winnipeg, Manitoba, R3H 0G1, Canada
Telephone: (204) 775-9889 Fax: (204) 775-4576

Each Best Western® branded hotel is independently owned and operated.



LONDON ARMOURIES

325 Dundas Street, London, Ontario, N6B 1T9
Tel: 519-679-6111 Fax: 519-679-3957

ASSOCIATION OF MUNICIPALITIES
Mr Roy Avis
Fort Frances
Canada

Room: 1807
Folio:
Cashier: 432
Arrival: 08-17-14
Departure: 08-20-14

Group: TAPMO

Date	Description	Additional Information	Charges	Credits
08-17-14	Deposit Transferred at C/I			650.88
08-17-14	Room Charge		192.00	
08-17-14	Room - HST		24.96	
08-18-14	Room Charge		192.00	
08-18-14	Room - HST		24.96	
08-19-14	Room Charge		192.00	
08-19-14	Room - HST		24.96	

HST Summary	
Registration No: 860549062	
Room	74.88
F&B	0.00
Other	0.00
Total	74.88

Total	650.88	650.88
Balance Due	0.00	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

INTERNATIONAL TRAVEL 539647 ONTARIO LTD
265 SCOTT ST
FORT FRANCES ONT P9A 1G8
807 274 9895 OR 1800 465 7795
EMAIL ADDRESS IS PHERR SHAW CA

SALES PERSON: PH

ITINERARY/INVOICE NO. 0043609
DCAJCW

DATE: 29 JUL 14
PAGE: 03

TO: TOWN OF FORT FRANCES 320 PORTAGE AVE FORT FRANCES
CONFIRMED WITH KATHRYN LAWSON

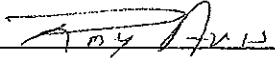
FOR: MCCAIG/MARK MR
AVIS/ROY MR
RYAN/PAUL MR

AIR TICKET	WS5249945383	MCCAIG MARK MR	529.25
ELEC TKT			
		27.66 G.S.T./H.S.T.	27.66
AIR TICKET	WS5249945384	AVIS ROY MR	529.25
ELEC TKT			
		27.66 G.S.T./H.S.T.	27.66
AIR TICKET	WS5249945385	RYAN PAUL MR	529.25
ELEC TKT			
		27.66 G.S.T./H.S.T.	27.66
		SUB TOTAL	1,687.75
		TOTAL G.S.T./H.S.T.	93.58
		TOTAL AMOUNT DUE	1,781.33

$1,781.33 / 3 = \$593.78$

CONTINUED ON PAGE 4

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR/COUNCIL HONORARIUM

Attendee 

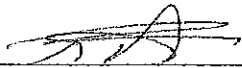
Conference/Seminar Attended AMO CONFERENCE

Location LONDON ONTARIO

Dates AUGUST 16, 17, 18, 19, 20 2014

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	AUGUST 18	AUGUST 19	AUGUST 20			AUGUST 16	AUGUST 17	
Amount	150.00	150.00	150.00			75.00	150.00	675.00

Submitted by 

Date AUGUST 22/14

Approved by _____

Date _____

To be submitted to Payroll for processing when approved by Council