



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/65**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 4, 2013
SUBJECT: Mark McCaig, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of Mark McCaig's purchase card expenses and Schedule "D" Entertainment Expense Reimbursement form for a Human Rights Tribunal meeting held on June 21, 2013 at the Valhalla Inn in Thunder Bay in the amount of \$71.50.

The entertainment expenses are in compliance with Travel Policy No. 3.11 4. e).

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the purchase card expenses for Mark McCaig, CAO for a Human Rights Tribunal meeting held on June 21, 2013 at the Valhalla Inn in Thunder Bay in the amount of \$71.50.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee's recommendation to approve the purchase card expenses in the amount of \$71.50 for Mark McCaig, CAO entertainment expenses for a Human Rights Tribunal meeting held on June 21, 2013 at the Valhalla Inn in Thunder Bay.

TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to
properly account for the HST

TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM

Name <i>Mark McCaig</i>	Date <i>June 21, 2013</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>Mark McCaig - CAO TOFF</i>	
2. <i>Christine Ruppenstein - HR Manager TOFF</i>	
3. <i>Joerg Ruppenstein - CEO FFPC</i>	
4. <i>Sarah Crossley - Attorney</i>	
Purpose of Entertainment <i>Breakfast meeting for Human Rights Tribunal at Valhalla Inn, Thunder Bay</i>	
Amount Claimed <i>\$71.50</i>	<i>Mark McCaig</i>
Treasurer Signature <i>A. W. W. W. W.</i>	Date <i>June 24/13.</i>

An itemized receipt must be attached to process payment

CHECK # 431818 DATE 6/21/13
TABLE # 850 TIME 9:01AM
=====

-- TIMBERS : GERRI 1 --

ITEMS ORDERED	AMOUNT
2 LARGE JUICE	4.40
4 ADULT BUFFET	50.00

SUBTOTAL	54.40
TAX	7.10

TOTAL DUE 61.50

G.S.T. NO. 895695716
PLEASE FILL OUT BELOW TO CHARGE TO ROOM

ROOM # _____ TIP \$ _____

TOTAL \$ _____

NAME: _____
(please print)

SIGNATURE: _____

THANK YOU

DATE 6/21/13 TIME 9:01:35AM
MID 45584123680=VALHAL 45584123680

The Valhalla Inn

VISA XXXXXXXXXXXX6269 S
AUTH 035046 TBL 850 CHECK 431818
PRE-AUTH TIMBERS GERRI 1

AMOUNT	54.40
TAX	7.10

SUBTOTAL \$ 61.50

TIP \$ 10.00

TOTAL \$ 71.50
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CUSTOMER COPY
