

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	North Western Ontario CADs Group meeting with MPAC & Ministry of Municipal Affairs.							
	Location (Facility and City)	Thunder Bay							
	Dates	July 4 & 5, 2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation (Town Visa)			123.17					123.17
	Transportation								
	Breakfast			0	13.00				13.00
	Lunch			0	17.00				17.00
	Dinner			35.00	0				35.00
	Per Diem			5.00	5.00				10.00
	Other GAS			48.95	36.12				85.07
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							n.a.
6.	Approved	Total Expenses							283.24
		Advance Received							0
		Balance Claimed							160.07
		Balance Refunded							160.07

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.

Date July 6, 2017

Doug Brown
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A / P	Cashier



MR. Douglas Brown
320 Portage Ave
Fort Frances, On P9A 3T9
Canada

Company Name: Municipality of Red Lake

Group Name: Municipality of Red Lake

INVOICE

HST No.: RT 895695716

Room No. 146
Arrival : 07/04/17
Departure : 07/05/17
Invoice No. :
Conf. No. : 317502
Cashier No. : 53
Purchase :
Order :
A/R No. :

Date	Description	Charges	Credits
07/04/17	Room Charge	109.00	
07/04/17	Harmonized Sales Tax	14.17	
07/05/17	Visa - Front Desk		123.17
Total Charges		123.17	
Total Credits			123.17
Balance			0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com



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

Served by: Paul K

FUEL	
Fuel Premium	\$36.12
<hr/>	
SUBTOTAL	\$36.12
TOTAL TAX	\$0.00
TOTAL	\$36.12
Visa	TENDER \$36.12
Cash	CHANGE \$0.00
<hr/>	
NUMBER OF ITEMS	1

CLIENT ID 9803	INSERTED
TERMINAL ID 086	
** PURCHASE	** \$ 36.12
CARD Visa	RCPT 5518000
NO. *****3059	RESP 000
DATE 07/05/2017	TIME 18:16:13
AUTH # 09133I	REF # 00000105
APPL. VISA CREDIT	
AID A0000000031010	
TVR 8080008000	TSI 7800

APPROVED

NO SIGNATURE REQUIRED

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

Term	Tran	Store	Oper	07/05/17
86	5518	4809	239	18:16:20

Thank you for shopping at Our Store
Come Again Soon

SHELL CANADA PRODUCTS
1110 WEST ARTHUR STREET
THUNDER BAY, ON P7E 6P9
(807) 473-4325

Tax Description	Qty	Amount
H V-Power No5		
37.115 L @ \$1.319/ L		\$48.95
AIR MILES	1	\$0.00
<hr/>		
	Sub Total	\$48.95
13.0% HST tax on	\$0.00	\$0.00
5.0% HST-F tax on	\$0.00	\$0.00
TOTAL		\$48.95
VISA:		\$48.95
Change		\$0.00

Fuel Includes	HST	13.0%	\$5.63
Fuel Includes	HST-F	5.0%	\$0.00
HST - Fuel - ON	No.	137400032RT	

01 APPROVED - THANK YOU 001

VISA XXXXXXXXXXXX3059
TERMINAL No. 89203442
C
PURCHASE
INV No. 2034423242
APPROVAL No. 001221
VISA CREDIT
AID A0000000031010
TVR 8080008000
TSI 6800

VERIFIED BY PIN



IMPORTANT
retain this copy for your records

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) Doug Brown	Signature 
Approved 	Date July 4/17