

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 19, 2014
Subject: Councillor Rick Wiedenhoeft – Rainy River District Queen’s Park
Delegation Travel Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$110.00 to attend the Rainy River District Delegation at Queen’s Park for November 3 & 4, 2014 as submitted by Councillor Rick Wiedenhoeft.

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim for November 3 & 4, 2014 in the total amount of \$110.00 as submitted by Councillor Rick Wiedenhoeft to attend the Rainy River District Delegation at Queen’s Park.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim for November 3 & 4, 2014 in the total amount of \$110.00 as submitted by Councillor Rick Wiedenhoeft to attend the Rainy River District Delegation at Queen’s Park.

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

1.	Attendee	<i>Rick WIEDENHOEFF</i>							
2.	Conference/Seminar Attended	<i>TORONTO PROTEST.</i>							
	Location (Facility and City)	<i>TORONTO ON.</i>							
	Dates	<i>Monday NOV. 3 + Tuesday NOV. 4, 2014.</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								/
	Transportation								/
	Breakfast			<i>15.00</i>					<i>15.00</i>
	Lunch			<i>20.00</i>					<i>20.00</i>
	Dinner		<i>40.00</i>	<i>35.00</i>					<i>75.00</i>
	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								<i>110.00</i>
		Total Expenses							
		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.

Thursday NOV. 6, 2014
 Date

R. Wiedenhoeff
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date

Treasurer

A / P

Cashier