

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

1. Attendee	Kens Perry
2. Conference/Seminar Attended	NOMA
Location (Facility and City)	Thunder Bay Victoria Inn
Dates	Apr 21, 22, 23, 24

3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation	Gas							85.00
Breakfast								
Lunch						16.00		16.00
Dinner						35.00		35.00
Per Diem			75.00	150.00	150.00	150.00		525.00
Other								

Transfer to Sch. F

4. Prepaid Expenses	Registration	Air Travel	Other	Total

5. Town Used Vehicle	Yes	No	Reason	Total
Mileage Claimed	KM x \$0.47 =			
6. Approved				Total Expenses 66.00
				Advance Received NOMA Reimb. (131.07)
				Balance Claimed
				Balance Refunded 529.93

136.00

4.93

**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 June 8/15

Employee Signature Kens Perry

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Division Manager Signature \_\_\_\_\_

Date	Treasurer	A / P	Cashier
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**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>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date <i>Apr. 21/15</i>

KAKABEKA FALLS ESSO

PLEASE COME AGAIN!



STATION #

Fort Frances Husky

CUSTOMER RECEIPT 04/24/15 14:06:26

500 Kings Highway  
Fort Frances ON P9A 3P8  
(807) 274-7680

GST# 804707339 Merchant ID:4976296

Receipt 71961479

Type: SALE

DISP. # 4 46.342 L REG @ \$1.079

FUEL SALE \$50.00

CASH1 \$50.00

VERIFICATION # 192

Qty Name	Price	Total
1 87 GAS	\$ 1.069	\$ 35.00
Pump:	5	
Litres:	32.745	
Price / Litre:	\$ 1.069	
Subtotal		\$ 35.00
GST / HST Fuel		\$ 4.03
Total		\$ 35.00

FUEL SALE INCLUDES \$5.75 G.S.T.

Cash \$ 10.00  
Purchase \$25.00  
CARD# \*\*\*\*\*8220 Exp \*\*/\*\* S  
GIFT CARD  
AUTH #: 766061

KAKABEKA FALLS ESSO

4795 HIGHWAY 11 17

KAKABEKA FALLS ONTARIO

HST# 888775616RP0001

Approved

4/27/15 12:29:23 PM

Pos:71 Cashier:31 Store:7220

Earn FREE fuel faster.  
Register today at myHuskyRewards.ca



# VICTORIA INN

Victoria Inn Thunder Bay  
555 W. Arthur St  
Thunder Bay, ON  
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Ken Perry  
320 Portage Ave  
Fort Frances, On

P7B 6T8

Page # 1  
Res. # 436616  
Checked in Tue Apr 21/15 - 6:03pm  
Checked out Fri Apr 24/15 - 10:53am  
Nights 3  
Room Rate 115.99  
Room 217

Group: Noma\*

Date	Description	Reference	Charges	Credits
Apr 21	Room - Government Rate		115.99	
Apr 21	HST		15.08	
Apr 22	PAID BY VISA - Th auth #001922	*****8250		393.21
Apr 22	Room - Government Rate		115.99	
Apr 22	HST		15.08	
Apr 23	Room - Government Rate		115.99	
Apr 23	HST		15.08	
			-----	-----
			0.00	393.21

N.O.M.A.  
Attn: Kristen Oliver  
P.O. Box 10308  
Thunder Bay, On. (NOMA01)  
P7B 6T8

Thank you for staying with us, Please visit our sister hotels  
Located in Brandon, Winnipeg, Flin Flon & Owen Sound  
Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:  
HST

45.24

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

Attendee	Ken Perry
Conference / Seminar Attended	NOMA
Location	Victoria Inn, Thunder Bay, ON
Dates	April 21, 22, 23, 24, 2015

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Amount		75.00	150.00	150.00	150.00			\$525.00

Name (Please Print) Ken Perry	Signature Ken Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council