

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

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### **BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$135.00 to attend the Rainy River District Delegation at Queen’s Park for November 3 & 4, 2014 as submitted by Councillor Ken Perry.

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 \$135.00 as submitted by Councillor Ken Perry 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 \$135.00 as submitted by Councillor Ken Perry to attend the Rainy River District Delegation at Queen’s Park.

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

1.	Attendee	Ken Perry							
2.	Conference/Seminar Attended	Trip to Queen's Park							
	Location (Facility and City)	Queen's Park Toronto							
	Dates	Nov 3/4 2014							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation	Taxi	20.00						20.00
	Breakfast			15.00					15.00
	Lunch			20.00					20.00
	Dinner		40.00	40.00					80.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses		135.00	
						Advance Received			
						Balance Claimed			
						Balance Refunded			

**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.

Nov 5/14  
Date

Ken Perry  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Date	Treasurer	A / P	Cashier

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DATE 03/11/14 AMT. \$ 20.40

FROM \_\_\_\_\_

TO \_\_\_\_\_

DRIVER'S NAME [Signature] HST# \_\_\_\_\_

CAB# 2164 FARE INCLUDES HST

The driver is an Independent Contractor, any HST input credit may be claimed as "notional" or applied to the driver's HST registered number, not Royal Taxi.

**THANK YOU**