

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 7, 2014
SUBJECT: Councillor Ken Perry – Northwestern Ontario Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Schedule “B” Travel Expenses of \$86.00 to attend the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario from September 24 – 26, 2014 as submitted by Councillor Ken Perry.

Conference Expenses

1. Meals	\$ 86.00
2. Per Diem (2 1/2 days)	<u>375.00</u>
Total Per Diem & Travel Claims	<u>\$461.00</u>

The registration fee of \$200.00 and hotel accommodations of \$268.94 were paid by the Town resulting in the total cost of \$929.94 to attend the Northwestern Ontario Regional Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

Administration recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$461.00 as submitted by Councillor Ken Perry for his attendance at the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration’s recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$461.00 as submitted by Councillor Ken Perry for his attendance at the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario.

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

1.	Attendee	<i>Ken Perry</i>							
2.	Conference/Seminar Attended	<i>NOMA Fall Conference</i>							
	Location (Facility and City)	<i>Valhalla Inn Thunder Bay</i>							
	Dates	<i>Sept 24 25 26</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner				<i>35.00</i>	<i>35.00</i>	<i>16.00</i>		<i>16.00</i>
	Per Diem								<i>70.00</i>
	Other								<i>86.00</i>
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	<i>KM x \$0.47 =</i>							
6.	Approved					Total Expenses			<i>86.00</i>
						Advance Received			
						Balance Claimed			<i>86.00</i>
						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.

Oct 6 / 14
Date

Ken Perry
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Kew Perry
Conference / Seminar Attended	Nama Fall Conference
Location	Thunder Bay Valhalla Inn
Dates	Sept 24, 25, 26

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			75 ⁰⁰	150 ⁰⁰	150 ⁰⁰			375 ⁰⁰
Amount								

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

To be submitted to Payroll for processing when approved by Council