

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 2, 2014
Subject: Mark McCaig, CAO – AMO Conference Travel Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expenses of \$312.00 to attend the Association of Municipalities of Ontario (AMO) General Meeting & Conference held in London, Ontario from August 16 – 20, 2014 as submitted by Mark McCaig, CAO.

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 in the total amount of \$312.00 as submitted by Mark McCaig, CAO for his attendance at the AMO Conference held in London, Ontario.

<p>Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$312.00 as submitted by Mark McCaig, CAO for his attendance at the AMO Conference held in London, Ontario.</p>

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

1. Attendee	MARK MCCAIG							
2. Conference/Seminar Attended	AMO 2014							
Location (Facility and City)	LONDON CONVENTION CENTER							
Dates	AUG 16 - 20							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast	12.00	—	—	—			—	12.00
Lunch	20.00	—	20.00	20.00			—	60.00
Dinner	40.00	40.00	40.00	35.00			35.00	190.00
Per Diem	10.00	10.00	10.00	10.00			10.00	50.00
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							312.00
	Advance Received							—
	Balance Claimed							312.00
	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.

Aug. 21, 2014
Date

Mark McCaig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

AMO Registration Form

AMO AGM and Annual Conference | August 17 - 20, 2014 | London, Ontario



Please send completed form to AMO Events via fax 416.971.9372 | via e-mail events@amo.on.ca
via mail to 200 University Avenue, Suite 801, Toronto, ON., M5H 3C6 or register online at www.amo.on.ca

REGISTRANT INFORMATION

Name:	Mark McCaig		
Title:	CAO		
Municipality/Organization:	Town of Fort Frances		
Full Mailing address:	320 Fortage Avenue Fort Frances, Ontario P9A 3P9	Phone:	807 274-5323
E-mail:	klawson@fort-frances.com	Fax:	807 274-8479
Dietary needs:	None	<input type="checkbox"/> This is my first time attending the AMO Conference	
Other needs (mobility, special requirements etc...):	None		

REGISTRATION FEES (FEES IN BRACKETS INCLUDE HST)

Registration Type	AMO Member and Supporter Rates (Rate ends Aug 15)	Non Member Rates (Rate ends Aug 15)
<input type="checkbox"/> Full with Social Evening Ticket	\$720 (\$813.60)	\$920 (\$1039.60)
<input checked="" type="checkbox"/> Full, No Social Evening Ticket	\$655 (\$740.15)	\$820 (\$926.60)
<input type="checkbox"/> One Day: Mon Aug 18	\$365 (\$412.45)	\$490 (\$553.70)
<input type="checkbox"/> One Day: Tues Aug 19	\$365 (\$412.45)	\$490 (\$553.70)
<input type="checkbox"/> Half Day: Wed Aug 20	\$205 (\$231.65)	\$245 (\$276.85)
<input type="checkbox"/> Extra Tuesday Evening Social Tickets	\$75 (\$84.75)	\$75 (\$84.75)

PAYMENT INFORMATION

Registration Fee including HST	\$ 740.15
extra Tuesday evening social tickets	\$
TOTAL to be remitted	\$ 740.15

PAYMENT METHOD

- ☐ Invoice me (only available to Ontario Municipalities)
- ☐ Cheque payable to Association of Municipalities of Ontario
- ☒ Credit Card please complete details below.

CAUCUS VOTING (AMO MEMBERS ONLY)

The AMO By-Law directs that each delegate who is an elected municipal official and an AMO member municipality is eligible to vote. It is up to each elected municipal official to indicate which caucus best represents his or her interests. Assignment of the Monday Lunch is also based on the identified caucus. You MUST declare a caucus when submitting this conference registration form.

July 18, 2014 is the last date for changing Caucus. After July 18, 2014 changes to a declared Caucus are not permitted.

Please indicate which caucus you wish to participate in:

- ☐ County ☐ Large Urban ☒ Northern ☐ Regional/Single Tier
- ☐ Rural ☐ Small Urban

PLAN YOUR MONDAY AFTERNOON

As indicated there are three options for educational learning in the afternoon of Monday, August 18.

Will you be attending:

- ☐ A concurrent session
- ☐ One of the Study Tours
- ☐ One of the Out Trips (dinner included, \$45 + HST)

If you and your companion wish to attend a study tour or out trip please complete the Tours and Trips Registration form.

Cancellation Policy: Cancellations must be made in writing before July 11, 2014. An administration charge of \$70.00 plus HST (\$79.10) will apply. Any cancellations made after July 11, 2014, will not be refunded.

By completing this registration form you are providing the Association of Municipalities of Ontario (AMO) with consent to send information on all activities related to current and future AMO AGM's and Annual Conferences. If you wish to no longer receive information from AMO on this program please contact events@amo.on.ca to unsubscribe.

CREDIT CARD PAYMENT

Please note a 5% (plus HST) administration fee will be applied to all credit card transactions.

- ☐ MasterCard ☒ Visa

Credit Card # 4715-1680-0029-8250 Expiry 06/11-12/18

Name on Card: Kathryn Lawson

Signature: Kathryn MacLawson

on Kathy Lawson's VISA



DELTA

LONDON ARMOURIES

325 Dundas Street, London, Ontario, N6B 1T9

Tel: 519-679-6111 Fax: 519-679-3957

ASSOCIATION OF MUNICIPALITIES

Mark McCaig

Canada

Room: 1817
Folio: 211864
Cashier: 408
Arrival: 08-17-14
Departure: 08-20-14

Date	Description	Additional Information	Charges	Credits
08-17-14	Deposit Transferred at C/I			650.88
08-17-14	Room Charge		192.00	
08-17-14	Room - HST		24.96	
08-18-14	Room Charge		192.00	
08-18-14	Room - HST		24.96	
08-19-14	Room Charge		192.00	
08-19-14	Room - HST		24.96	
HST Summary			Total	650.88
Registration No: 860549062				650.88
Room 74.88				
F&B 0.00				
Other 0.00				
Total 74.88			Balance Due	0.00 CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

ON Kathy Lawson's VISA



PLUS

BEST WESTERN PLUS Winnipeg Airport Hotel
by FORTIS PROPERTIES

Mark McCaig
924 Kaitlyn Dr
Fort Frances ON P9A 3X4
Canada

Arrival : 08-16-14
Departure : 08-17-14
Room No. : 435
Invoice No. :
Conf. No. : 35787
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GST 896932449 R0001
PST 896932449 MT0001

Date	Description	Charges	Payments
08-16-14	Room Individual	129.00	
08-16-14	Accommodation Tax	6.45	
08-16-14	GST	6.77	
08-16-14	PST	10.32	
08-17-14	Visa XXXXXXXXXXXX8250 XX/XX		152.54
Total		152.54	152.54
Balance			0.00

1715 Wellington Avenue, Winnipeg, Manitoba, R3H 0G1, Canada
Telephone: (204) 775-9889 Fax: (204) 775-4576

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