

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

1.	Attendee	<i>Ken Perry</i>							
2.	Conference/Seminar Attended	<i>MPAC strat plan</i>							
	Location (Facility and City)	<i>Victoria Inn Thunder Bay</i>							
	Dates	<i>June 13/17</i>							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch			<i>17.00</i>					<i>17.00</i>
	Dinner								
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed			<i>KM x \$0.45 =</i>	

6.	Approved		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.

June 15/17
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	Ken Perry
Conference / Seminar Attended	MPA C Strat Plan. NOMA Board Meeting
Location	Victoria Inn Thunder Bay
Dates	June 13, 14 / 2017

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		June 13	June 14					
Amount		160 ⁰⁰	160 ⁰⁰					320 ⁰⁰

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

To be submitted to Payroll for processing when approved by Council