

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 4, 2016
Subject: Councillor Ken Perry NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Travel Expense Claim in the amount of \$35.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 - 29, 2016 as submitted by Councillor Ken Perry.

Travel Expense Summary

1.	Meals	35.00
2.	Per Diem (3 Days)	<u>450.00</u>
	Total	<u>\$485.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$994.90 to attend the NOMA Conference as authorized by Council on March 28, 2016.

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

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$450.00 and Travel Expense Claim in the amount of \$35.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 – 29, 2016.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$485.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 27 – 29, 2016.

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

1.	Attendee	<i>Ken Perry</i>							
2.	Conference/Seminar Attended	<i>NOMA</i>							
	Location (Facility and City)	<i>Victoria Inn Thunder Bay</i>							
	Dates	<i>Apr. 27, 28, 29</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner				<i>35.00</i>				<i>35.00</i>
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								<i>35.00</i>	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	<i>KM x \$0.45 =</i>							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						<i>35.00</i>			
						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.

May 2 / 16
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	NOMA
Location	Victoria Inn Thunder Bay
Dates	Apr. 27, 28, 29

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			\$150.00	\$150.00	\$150.00			\$450.00
Amount								

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

To be submitted to Payroll for processing when approved by Council

Annual General Meeting April 27, 28 & 29, 2016 Victoria Inn, Thunder Bay, ON

Agenda at a Glance

Wednesday, April 27:

6:00 pm-8:00 pm

Welcome Reception &
Exhibits

Thursday, April 28:

8:00 am-4:30 pm

Presentations & Exhibits

5:30 pm-10:00 pm

Banquet & Entertainment

Friday, April 29:

8:00 am-2:00 pm

AGM, Presentations &
Ministers' Forum

Accommodation, sponsor and
exhibitor information available at:
www.noma.on.ca

REGISTRATION FORM		FEE SCHEDULE	
Contact Name:	Kathryn Lawson	Full Conference	
Municipality/Ministry/Company:	Town of Fort Frances	Member/Ministry:	\$250 <input checked="" type="checkbox"/>
Address:	320 Portage Avenue	Non-member:	\$450 <input type="checkbox"/>
City/Province/Postal Code:	Fort Frances Ontario	(includes all meals: Wednesday reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)	
Phone:	807-274-5323 x 257	Sponsor \$	<input type="checkbox"/>
Email:	klawson@fort-frances.com	Exhibit booth \$500	<input type="checkbox"/>
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)		(See exhibitor package for more information)	
Ken Perry, Councillor		Requirements: Power	Yes No
Wendy Brunetta, Councillor		Indicate special requirements on signed waiver.	
Return with payment to: NOMA P.O. Box 10308, Thunder Bay, ON P7B 6T8 Email registration forms to: admin@noma.on.ca A \$50 administration fee will be charged on cancellations prior to April 13, cancellations after that date will not be refunded. Please advise of any dietary restrictions.		Add'l Exhibit Staff \$250	<input type="checkbox"/>
		Thursday Dinner Only	<input type="checkbox"/>
		Member/Ministry:	\$65
		Total Fee	\$500.00
		Cheque attached OR VISA/MC #:	
		Expiry date:	



Front Desk Thunder Bay
<frontdeskthunderbay@vicinn
.com>

29/04/2016 06:31 AM

To klawson@fort-frances.com

cc

bcc

Subject Victoria Inn Thunder Bay\Guest Account Inquiry

Victoria Inn Thunder Bay

555 W. Arthur St

Thunder Bay, ON

P7E 5R5

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

Ken/Laurel Perry

333 Sixth Street West

Fort Frances, Ontario

Noma

P9N 3E7

Page # 1

Res. # 478497

Checked in Wed Apr 27/16 - 4:15pm

Departing Fri Apr 29/16

Nights 2

Room Rate 115.00

Room 268

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr27	PAID BY VISA - Th auth #052708 *****8250			259.90
Apr27	Room - Best Available Rate		115.00	
Apr27	HST		14.95	
Apr28	Room - Best Available Rate		115.00	
Apr28	HST		14.95	
		0.00	259.90	259.90

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

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Our H.S.T. # is 835058603

Charge Summary:

HST	29.90
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