



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/119

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 17, 2015
SUBJECT: M. McCaig, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Card expenses for Mark McCaig, CAO in the amount of \$53.09 for luncheon meeting with the Law Association on November 6, 2015 regarding planning matters.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council approves the Purchase Card expenses for Mark McCaig, CAO in the amount of \$53.09 as summarized in this report.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expenses for Mark McCaig, CAO in the amount of \$53.09 as summarized in this report.

**TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to
properly account for the HST

**TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <i>Mark McCaig</i>	Date <i>November 6, 2015</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>MARK MCCAIG CAO</i>	
2. <i>LISA SKOMKE CLERK</i>	
3. <i>TRAVIS ROB BUILDING OFFICIAL</i>	
4.	
Purpose of Entertainment <i>Meeting with Law Association Re: Planning Matters</i>	
Amount Claimed <i>\$53.09</i>	<i>Mark McCaig</i>
Treasurer Signature	Date <i>Nov. 6, 2015</i>

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667
1201 Idylwild Drive
TEL: 274-9811

161 Jess W

Tbl 7/1 Chk 8045 Gst 3
Nov06'15 11:58AM

1 Cup Wild Rice Sp	\$5.50
1 Reg Caesar	\$8.15
1 Clubhouse	\$12.25
RYE	
1 Clubhouse	\$12.25
RYE	
WILD RICE	\$1.00

Subtotal	\$39.15
HST	\$5.09
Amount Due	\$44.24

Please Pay Server at Table

TIP: _____

TOTAL: _____

ROOM # _____

SIGNATURE : _____

PRINT NAME: _____

LA PLACE RENDEZ-VOUS
1201 IDYLVILD DRIVE
FORT FRANCES ON

CARD *****6269
CARD TYPE VISA
DATE 2015/11/06
TIME 0907 13:03:27
RECEIPT NUMBER
C82034954-001-111-003-0

PURCHASE
AMOUNT \$44.24
TIP \$8.85
TOTAL

\$53.09

VISA CREDIT
A0000000031010
9F7EC52506C458DF
0080008000-E800
1942F4769EA74FB9
0080008000-F800

APPROVED

AUTH# 098415 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS