



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/97**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 5, 2016
SUBJECT: Mayor Roy Avis – Police Services Board Meeting Travel Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expense Statement of \$53.65 to attend the Police Services Board Meeting held in Atikokan, Ontario on September 27, 2016 as submitted by Mayor Roy Avis.

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 Travel Expense claim in the total amount of \$53.65 as submitted by Mayor Roy Avis for his attendance at the Police Services Board Meeting held in Atikokan, Ontario.

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 \$53.65 as submitted by Mayor Roy Avis for his attendance at the Police Services Board Meeting held in Atikokan, Ontario on September 27, 2016.

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

| | | | | | | | | |
|----|------------------------------|--------------------------------------|--|--|--|--|--|--|
| 1. | Attendee | <u>ROY AVIS</u> | | | | | | |
| 2. | Conference/Seminar Attended | <u>POLICE SERVICE BOARD MEETING,</u> | | | | | | |
| | Location (Facility and City) | <u>ATIYOKAN CMT.</u> | | | | | | |
| | Dates | <u>SEPT 27 2016</u> | | | | | | |

| | | | | | | | | | |
|----|----------------|------|------|-------|------|--------|------|------|-------|
| 3. | | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Total |
| | Accommodation | | | | | | | | |
| | Transportation | | | | | | | | |
| | Breakfast | | | | | | | | |
| | Lunch | | | | | | | | |
| | Dinner | | | | | | | | |
| | Per Diem | | | | | | | | |
| | Other | | | | | | | | |

| | | | | | |
|----|------------------|--------------|------------|-------|-------|
| 4. | Prepaid Expenses | Registration | Air Travel | Other | Total |
| | | | | | |


| | | | | | |
|----|-------------------|----------------------|-------------------------------------|--------|--------------|
| 5. | Town Used Vehicle | Yes | <input checked="" type="radio"/> No | Reason | Total |
| | Mileage Claimed | <u>KM x \$0.47 =</u> | | | |
| | | <u>FUEL</u> | | | <u>53.65</u> |

| | | | | |
|----|----------|--|------------------|--|
| 6. | Approved | | Total Expenses | |
| | | | Advance Received | |
| | | | Balance Claimed | |
| | | | 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.

SEPT 28 2016
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

| | | | |
|------|-----------|-------|---------|
| | | | |
| Date | Treasurer | A / P | Cashier |

Safeway
417 Scott Street
Fort Frances, ON
P9A1H3

STORE NO: 4809
GST/HST: 831536503

Inv#: 9017510
Trans: Pre-Auth
Completion
*****8498
/ C
VISA CREDIT
AID: A0000000031010
Seq#: 408001001005
Terminal ID: S4809C04
Auth No: 094381
ACI/ISO: 001/00
Date: 09/28/2016
Time: 16:53:16
TVR 0080008000
TSI F800
APPROVED

Pump # : 4-Regular
Vol : 56.535 L
Price/L: \$0.949
Total: \$53.65

Fuel Includes:
GST/HST(13%): \$6.17

You Saved
10 Cents/L
Total Savings: \$5.65

GROCERY COUPON

Save \$1.98 on your
next grocery purchase
at Safeway!
Offer valid until
11/27/2016.

Coupon cannot be
exchanged for cash.

Some exclusions
apply.

See Customer Service
for full details.
