



**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2013/67**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 4, 2013  
**SUBJECT:** Mark McCaig, CAO – Out-of-Town Meeting Travel Claim

---

**BACKGROUND**

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$36.00 in regard to travel on June 20 & 21, 2013 to attend the Human Rights Tribunal Mediation held in Thunder Bay as submitted by Mark McCaig, CAO.

Travel Expenses

1. Meals	\$ 16.00
3. Per Diem (2 days)	<u>20.00</u>
Total Per Diem & Travel Claims	<u>\$ 36.00</u>

The travel claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule “A” 1., 2.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the June 20 & 21, 2013 travel claim in the total amount of \$36.00 to attend the Human Rights Tribunal Mediation held in Thunder Bay as submitted by Mark McCaig, CAO.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the June 20 & 21, 2013 travel claim as submitted by Mark McCaig, CAO in the total amount of \$36.00 to attend the Human Rights Tribunal Mediation held in Thunder Bay as outlined in this report.

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

1.	Attendee	<i>Mark McLaig</i>								
2.	Conference/Seminar Attended	<i>Human Rights Tribunal Mediation</i>								
	Location (Facility and City)	<i>Valhalla Inn, Thunder Bay</i>								
	Dates	<i>June 20, 21st</i>								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation									
	Transportation									
	Breakfast									
	Lunch									
	Dinner						<u>16.00</u>		<i>16.00</i>	
	Per Diem					<u>10.00</u>	<u>10.00</u>		<i>20.00</i>	
	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				<i>36.00</i>
						Advance Received				<i>-</i>
						Balance Claimed				<i>36.00</i>
						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.

*June 24, 2013*  
Date

*Mark McLaig*  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

<u><i>June 26 / 13</i></u> Date	<u><i>R. H. Hetherington</i></u> Treasurer	<u><i>G-120-1500-1530</i></u> A/P	_____ Cashier
------------------------------------	---	--------------------------------------	------------------