

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	NOMA - Fall Conference							
	Location (Facility and City)	Victoria Inn, Thunder Bay							
	Dates	Sept 19, 20, 21 & 22, 2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation		Kathy's Visa	133.34	133.34	133.34			400.02
	Transportation Gas				Town Credit Card		56.04		56.04
	Breakfast			/	Included	Included	Included		/
	Lunch			/	Included	Included	Included		/
	Dinner			35.00	35.00	35.00			105.00
	Per Diem			5.00	10.00	10.00	5.00		30.00
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		250.00		KATHY'S VISA				250.00	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved								
		Total Expenses							841.06
		Advance Received							0
		Balance Claimed							135.00
		Balance Refunded							135.00

**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.

Date Sept 26, 2017

Doug Brown  
Employee Signature

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

		10-020-0264-1500	
Date	Treasurer	A/P 71531	Cashier