

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 7, 2014
SUBJECT: Councillor Rick Wiedenhoeft – Northwestern Ontario Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$173.90 to attend the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario from September 24 – 26, 2014 as submitted by Councillor Rick Wiedenhoeft.

Conference Expenses

1. Meals	\$ 86.00
2. Town Owned Vehicle Gas	87.90
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$623.90</u>

The registration fee of \$200.00 and hotel accommodations of \$268.94 were paid by the Town resulting in the total cost of \$1,092.84 to attend the Northwestern Ontario Regional Conference as authorized by Council.

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

Administration recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$588.62 as submitted by Councillor Rick Wiedenhoeft for his attendance at the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration’s recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$588.62 as submitted by Councillor Rick Wiedenhoeft for his attendance at the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario.

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

1.	Attendee	<i>RICK WIEDENHOEFT.</i>						
2.	Conference/Seminar Attended	<i>NOMA Regional Conference.</i>						
	Location (Facility and City)	<i>Valhalla Inn Thunder Bay</i>						
	Dates	<i>Sept 24 - 26 2014.</i>						

3.		Sun.	Mon.	Tues.	Wed. 24	Thurs. 25	Fri. 26	Sat.	Total
	Accommodation								0
	Transportation								0
	Breakfast								0
	Lunch						16.00		16.00
	Dinner				35.00	35.00			70.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason		Total
	Mileage Claimed			KM x \$0.47 =	<i>Gardine</i>	<i>87.90</i>

6.	Approved		Total Expenses		173.90
			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.

Monday Oct 6, 2014
Date

R. Wiedenhoft
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

SHELL CANADA PRODUCTS
HWY 11 EAST
FORT FRANCES, ON P9A 3M3
(807) 274-2221

Tax Description	Qty	Amount
H Bronze No1		
63.283 L @ \$1.389/ L		\$87.90
AIR MILES Discount	1	\$0.00
Sub Total		\$87.90
13.0% HST tax on	\$0.00	\$0.00
5.0% HST-F tax on	\$0.00	\$0.00
TOTAL		\$87.90
MASTERCARD:		\$87.90
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX9976
TERMINAL No. 89102381
PURCHASE C
INV No. 1023810002
APPROVAL No. 08043B
MasterCard
AID A0000000041010
TVR 0000008000
TSI E800

VERIFIED BY PIN

IMPORTANT
retain this copy for your records

AM 80005XXXXX SCANNED Promo 237

Fuel Includes HST 13.0% \$10.11
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. R106555360

***** YOUR OPINION COUNTS *****
Tell us about your recent visit at
www.shell.ca/opinion
and you could win a \$100 Shell Gift Card
*Receipt Required

THANK YOU
Questions? 1-800-661-1500
REG: 1 CSH: Bear, Great TRAN: 332754
2014/09/26 15:29:34 ST: C10238



Kathryn Lawson

Canada

Wiedenhoeft, Rick

Company Name: Township of Fort Frances

Group Name: NOMA Fall Conf

INFORMATION INVOICE

HST No.: RT 895695716

Room No. 358
Arrival : 09/24/14
Departure : 09/26/14
Invoice No. :
Conf. No. : 98403
Cashier No. : 12
Purchase :
Order :
A/R No. :

Date	Description	Charges	Credits
09/24/14	Room Charge	119.00	
09/24/14	Harmonized Sales Tax	15.47	
09/25/14	Room Charge	119.00	
09/25/14	Harmonized Sales Tax	15.47	
09/26/14	Visa - Front Desk		268.94
		Total Charges	268.94
		Total Credits	268.94
		Balance	0.00

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Town Paid

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	<i>Rick Wiedenhoef</i>
Conference / Seminar Attended	<i>NORMA Fall Regional</i>
Location	<i>Valhalla Inn Thunder Bay</i>
Dates	<i>Sept. 24-26, 2014.</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>Sept 24</i>	<i>Sept 25</i>	<i>Sept 26</i>			
Amount			<i>150.00</i>	<i>150.00</i>	<i>150.00</i>			<i>450.00</i>

Name (Please Print) <i>RICK WIEDENHOEFT</i>	Signature <i>R. Wiedenhoef</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council