

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

1.	Attendee	PAUL RYAN						
2.	Conference/Seminar Attended	NORTHWESTERN ONT. MUNICIPAL ASSOCIATION 35TH ANNUAL REGIONAL CONFERENCE						
	Location (Facility and City)	VICTORIA INN - THUNDER BAY ON.						
	Dates	21 SEPTEMBER 19, 20, 21, 22 / 2017						

3.	Sept.	Sun.	Mon.	Tues. 19	Wed. 20	Thurs. 21	Fri. 22	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch						17.00		17.00
	Dinner			35.00	35.00	35.00			105.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
	By Town of Ft. Frances	Yes		HOTEL - VICTORIA INN -	


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	122.00
		Advance Received	0
		Balance Claimed	122.00
		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.

September 25 / 2017
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

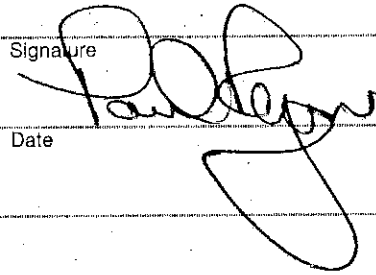
Date	Treasurer	A / P	Cashier

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

Attendee	PAUL RYAN
Conference / Seminar Attended	NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION 35 th ANNUAL REGIONAL CONFERENCE
Location	VICTORIA INN - THUNDER BAY ON.
Dates	SEPTEMBER 19, 20, 21, 22 / 2017

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date 2017		Sept 19	Sept 20	Sept 21	Sept 22			—
Amount		80.00	160.00	160.00	160.00			560.00

Name (Please Print) PAUL RYAN	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council