

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 20, 2016
SUBJECT: Councillor June Caul – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$600.00 and amended Schedule “B” Travel Expenses of \$253.00 (per direction of the A&F Executive Committee) to attend the AMO Conference held in Windsor, Ontario from August 14 - 17, 2016 as submitted by Councillor June Caul.

Conference Expenses

1. Meals	\$253.00
2. Per Diem (4 days)	<u>600.00</u>
Total Per Diem & Travel Claims	<u>\$853.00</u>

The registration fee of \$791.00, air flight of \$682.83 and hotel accommodations of \$610.20 were paid by the Town resulting in the total cost of \$2,937.03 to attend the AMO 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

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$853.00 as submitted by Councillor June Caul and amended by the committee for her attendance at the AMO Conference held in Windsor, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$853.00 as submitted by Councillor June Caul and amended by the committee for her attendance at the AMO Conference held in Windsor, Ontario from August 14 - 17, 2016.