

To: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: February 4, 2020
SUBJECT: Doug Brown, CAO – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$452.15 for attendance at the ROMA Conference held in Toronto, ON from January 18 – 21, 2020, as submitted by Doug Brown, CAO.

Conference Expenses

1. Taxi	\$188.25
2. Meals	195.00
3. Per Diem (3.5 days)	35.00
4. Baggage	<u>33.90</u>
5. Total Travel Expense Claims	<u>\$452.15</u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.