



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/94**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 28, 2017
Subject: Doug Brown NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Claim in the amount of \$135.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Doug Brown.

Travel Expense Summary

1.	Meals	\$105.00
2.	Per Diem	<u>30.00</u>
	Total	<u>\$135.00</u>

The registration fee of \$250.00, gasoline of \$56.04 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$841.06 to attend the NOMA 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 Expense Claim in the amount of \$135.00 as submitted by Doug Brown for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Expense claims in the total amount of \$135.00 as submitted by Doug Brown for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 19-22, 2017.
