

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: September 4, 2019
SUBJECT: Doug Brown, CAO – AMO Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$451.50 for attendance at the AMO Conference held in Ottawa, ON from August 18 – 21, 2019, as submitted by Doug Brown, CAO.

Conference Expenses

| | |
|-----------------------------|-----------------|
| 1. Taxi | \$ 74.50 |
| 2. Meals | 232.00 |
| 3. Per Diem (4 days) | 40.00 |
| 4. Baggage | <u>105.00</u> |
| Total Travel Expense Claims | <u>\$451.50</u> |

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$451.50 as submitted by Doug Brown, CAO for his attendance at the AMO Conference held in Ottawa, Ontario from August 18 - 21, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$451.50 as submitted by Doug Brown, CAO for his attendance at the AMO Conference in Ottawa, Ontario from August 18 to 21, 2019.