

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
Subject: Mayor Avis NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$480.00 and Travel Expense Claim in the amount of \$114.40 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 26 – 28, 2017 as submitted by Mayor Roy Avis.

Travel Expense Summary

1.	Gasoline (Own Vehicle)	114.40
2.	Per Diem (3 Days)	<u>480.00</u>
	Total	<u>\$594.40</u>

The registration fee of \$325.00 and hotel accommodations of \$266.68 were paid by the Town resulting in the total cost of \$1,186.08 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 per diem claim in the amount of \$480.00 and Travel Expense Claim in the amount of \$114.40 as submitted by Mayor Avis for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 26 – 28, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$594.40 as submitted by Mayor Avis for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 26 – 28, 2017.