

**To: Mayor Avis & Members of Council**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: May 17, 2016**  
**Subject: Councillor June Caul NOMA Conference Per Diem & Travel Expense**

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### **BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Travel Expense Claim in the amount of \$62.35 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 - 29, 2016 as submitted by Councillor June Caul.

#### Travel Expense Summary

1.	Gas (Own Vehicle)	62.35
2.	Per Diem (2 1/2 Days)	<u>375.00</u>
	Total	<u>\$437.35</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$947.25 to attend the NOMA Conference as authorized by Council on March 28, 2016.

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 \$375.00 and Travel Expense Claim in the amount of \$62.35 as submitted by Councillor June Caul for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 – 29, 2016.

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 \$437.35 as submitted by Councillor June Caul for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 27 – 29, 2016.