

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 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.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$452.15 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference held in Toronto, Ontario from January 18 – 21, 2020.

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 \$452.15 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference in Toronto, Ontario from January 18 – 21, 2020.