

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 9, 2016
SUBJECT: Mayor Roy Avis – Economic Development Meeting Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$225.00 and Schedule “B” Travel Expenses of 385.40 to attend the Economic Development Meeting held in Thunder Bay, Ontario on May 25, 2016 as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$ 47.00
2. Own Vehicle Mileage	338.40
4. Per Diem (1 ½ days)	<u>225.00</u>
Total Per Diem & Travel Claims	<u>\$610.40</u>

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 Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$610.40 as submitted by Mayor Roy Avis for his attendance at the Economic Development Meeting held in Thunder Bay, Ontario on May 25, 2016.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$ as submitted by Mayor Roy Avis for his attendance at the Economic Development Meeting held in Thunder Bay, Ontario on May 25, 2016.