

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

BACKGROUND

Attached is a copy of the Town of Fort Frances Travel Expense Claim in the amount of 82.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017 as submitted by Doug Brown, CAO.

Travel Expense Summary

1.	Meals	82.00
2.	Vehicle Gas (Town Owned)	68.05
2.	Per Diem (3 Days)	<u>30.00</u>
	Total	<u>\$180.05</u>

The registration fee of \$325.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$905.07 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 Travel Expense Claim in the amount of \$180.05 as submitted by Doug Brown, CAO for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Expense claim in the total amount of \$180.05 as submitted by Doug Brown, CAO for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 25 – 28, 2017.