

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: August 29, 2018
SUBJECT: Councillor Wendy Brunetta – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$1,034.32 and Schedule “F” – Mayor/Council Honorarium in the amount of \$880.00 for attendance at the AMO Conference held in Ottawa, ON from August 19 - 22, 2018, as submitted by Councillor Wendy Brunetta.

Conference Expenses

1.	Meals	\$ 360.00
2.	Accommodations	128.10
3.	Ground Transportation (Gas & Taxi expenses)	159.47
4.	Airfare (Porter flight)	<u>386.75</u>
		\$1,034.32
5.	Per Diem (5 ½ days)	<u>880.00</u>
	Total Per Diem & Travel Claims	<u>\$1,914.32</u>

The registration fee of \$881.40 and \$884.94 hotel accommodations was paid by the Town resulting in the total cost of \$3,680.66 to attend the AMO Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.