

**To: Mayor Avis & Members of Council**  
**FROM: Laurie Lindberg, Treasurer**  
**DATE: September 6, 2016**  
**Subject: D. Brown AMO AGM & Annual Conference Travel Claim**

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### **BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expense Statement in the amount of \$464.02 as submitted by Doug Brown, CAO for his attendance and travel August 3 – 17, 2016 to the AMO AGM & Annual Conference held in Windsor, Ontario.

#### Summary of Travel Expense Claim

1.	Meals	\$340.00
2.	Ground Transportation (Windsor)	10.00
3.	Shared Travel Expenses (Fuel & Bridge Tolls)	74.02
4.	Per Diem – Employee	<u>40.00</u>
	Total Travel Claim	<u>\$464.02</u>

Travel claim is in compliance with Travel Policy Number 3.11.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$464.02 as submitted by Doug Brown, CAO for his attendance at the AMO AGM & Annual Conference held in Windsor, Ontario from August 13 – 17, 2016.

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 \$464.02 as submitted by Doug Brown, CAO for his attendance at the AMO AGM & Annual Conference held in Windsor, Ontario from August 13 – 17, 2016.