

To: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: March 18, 2016
Subject: Councillor Wendy Brunetta – Essentials of Fire & Emergency Planning

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend the Essentials of Fire & Emergency Planning held in Fort Frances on March 9, 2016 as submitted by Councillor Wendy Brunetta.


The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule ‘A’.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	Essentials of Fire + Emergency Planning
Location	Sportsplex - FF
Dates	Mar. 9/16

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Mar 9					
Amount			\$150					

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council