



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/56**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: May 15, 2017
Subject: Councilor Doug Kitowski NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 and Travel Expense Claim in the amount of \$209.45 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 26 – 28, 2017 as submitted by Councilor Kitowski.

Travel Expense Summary

1. Meals	82.00
2. Gasoline (Own Vehicle)	127.45
3. Per Diem (3 ½ Days)	<u>560.00</u>
Total	<u>\$769.45</u>

The registration fee of \$325.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,494.47 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 per diem claim in the amount of \$560.00 and Travel Expense Claim in the amount of \$209.45 as submitted by Councilor Kitowski for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 26 – 28, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$769.45 as submitted by Councilor Kitowski for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 26 – 28, 2017.