

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: October 23, 2019
SUBJECT: Doug Brown, CAO – Legal Proceedings Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$139.92 for attendance at the Service Ontario Centre in Thunder Bay for legal proceedings on October 2-3, 2019 as submitted by Doug Brown, CAO.

Conference Expenses

1. Transportation- Gas	\$ 56.92
2. Meals	65.00
3. Per Diem	10.00
4. Parking	<u>8.00</u>
Total Travel Expense Claims	<u><u>\$139.92</u></u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.