



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/13**

To: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: January 30, 2018
Subject: D. Brown ROMA Conference Travel Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Statement in the amount of \$210.06 as submitted by Doug Brown, CAO for his attendance and travel January 21 - 23, 2018 to the ROMA Conference held in Toronto, Ontario.

Summary of Travel Expense Claim

1.	Meals	\$ 79.00
2.	Per Diem	30.00
3.	Airport Parking	33.25
3.	Ground Transportation (Taxi & Town Vehicle Gas)	<u>67.81</u>
	Total Travel Claim	<u>\$210.06</u>

Travel claim is in compliance with Travel Policy Number 3.11. Hotel accommodations, flight, a taxi charge and conference registration were paid by the Town.