

To: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: August 2, 2018

SUBJECT: Doug Brown, CAO – AMCTO Council Orientation Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$45.00 for attendance at the AMCTO Council Orientation Session held in Thunder Bay, ON on July 20, 2018, as submitted by Doug Brown, CAO.

Conference Expenses

1. Meals	\$ 35.00
2. Per Diem (2 days)	<u>10.00</u>
Total Travel Expense Claims	<u>\$ 45.00</u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11. There were additional costs of accommodations of \$202.27 and registration of \$438.44 and vehicle gas of \$57.78 for a total cost, including HST, of \$743.49.