



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/28**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 25, 2017
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Cars expenses related to the ROMA Conference held in Toronto, Ontario from January 28 to 31, 2017 as submitted by Doug Brown, CAO.

Conference Expenses

1.	Ground Transportation	\$127.00
2.	Administration Vehicle Gas	65.80
2.	Airline Baggage Fees	<u>89.25</u>
	Total Per Diem & Travel Claims	<u>\$282.05</u>

The travel expenses are in compliance with Town of Fort Frances Travel Policy Number 3.11.