

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** September 4, 2018  
**SUBJECT:** Mayor Roy Avis – AMO Conference Travel & Per Diem Claims

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### **BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$361.05 and Schedule “F” – Mayor/Council Honorarium in the amount of \$640.00 for attendance at the AMO Conference held in Ottawa, ON from August 19 - 22, 2018, as submitted by Mayor Roy Avis.

#### Conference Expenses

1.	Meals	\$ 237.00
2.	Ground Transportation (Gas)	<u>124.05</u>
		361.05
3.	Per Diem (4 days)	<u>640.00</u>
	Total Per Diem & Travel Claims	<u>\$1,001.05</u>

The registration fee of \$881.40, hotel accommodations of \$1,865.04 and Air flight of \$562.74 was paid by the Town resulting in the total cost of \$4,310.23 to attend the AMO Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$1,001.05 as submitted by Mayor Roy Avis for his attendance at the AMO Conference in Ottawa, Ontario from August 19 - 22, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$1,001.05 as submitted by Mayor Roy Avis for his attendance at the NOMA Conference in Ottawa, Ontario from August 19 - 22, 2018.