

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** September 4, 2018  
**SUBJECT:** Doug Brown, CAO – AMO Travel Expense Claim

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### **BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$277.00 for attendance at the AMO Conference held in Ottawa, ON from August 19 – 22, 2018, as submitted by Doug Brown, CAO.

#### Conference Expenses

1. Meals	\$237.00
2. Per Diem (4 days)	<u>40.00</u>
Total Travel Expense Claims	<u>\$277.00</u>

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

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$277.00 as submitted by Doug Brown, CAO for his attendance at the AMO Conference held in Ottawa, Ontario from August 19 - 23, 2018.

<p>Council Approval of this Report Will Agree to the Administration &amp; Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$277.00 as submitted by Doug Brown, CAO for his attendance at the AMO Conference in Ottawa, Ontario from August 19 to 23, 2018.</p>
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