



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/27**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Card expenses related to the ROMA Conference held in Toronto, Ontario from January 21-23, 2018 and FOI request as submitted by Doug Brown, CAO.

Summary of Expenses

1.	Hotel Accommodations – ROMA Conference	\$247.08
2.	Ground & Air Travel – ROMA Conference	355.00
3.	MSCS Freedom of Information Request Fee	<u>5.00</u>
	Total Purchase Card Expense	<u>\$607.08</u>

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