

**TO: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 19, 2019**  
**SUBJECT: Councillor Michael Behan–Training Travel Expense and Per Diem**

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### **BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Michael Behan.

#### Expenses

1. Meals	\$113.00
2. Per Diem	<u>400.00</u>
Total travel and Per Diem Claims	<u>\$513.00</u>

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,321.18 to attend Training as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-D Schedule ‘A’.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Michael Behan for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.

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 amount of \$513.00 as submitted by Councillor Michael Behan for his attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.