



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/69

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: August 28, 2019
SUBJECT: Doug Brown, CAO – AMO Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$451.50 for attendance at the AMO Conference held in Ottawa, ON from August 18 – 21, 2019, as submitted by Doug Brown, CAO.

Conference Expenses

1. Taxi	\$ 74.50
2. Meals	232.00
3. Per Diem (4 days)	40.00
4. Baggage	<u>105.00</u>
Total Travel Expense Claims	<u>\$451.50</u>

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