



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/108**

**TO:** Mayor Avis & Members of Council  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** September 18, 2018  
**SUBJECT:** Doug Brown, CAO – Purchase Card Expenses

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**BACKGROUND**

Attached are copies of the Purchase Card expenses, as submitted by Doug Brown for the periods July 6 to August 6, and August 6 to September 6, 2018 related to travel costs. All costs are hotel, gas, airline and taxi fees in compliance with Town of Fort Frances Travel Policy Number 3.11.

July 6 to August 6	\$ 260.05
August 6 to September 6	<u>2,722.57</u>
Total	<u>\$2,982.62</u>

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Purchase Card expense claim in the total amount of \$2,982.62 as submitted by Doug Brown, CAO for the periods July 6 to August 6 and August 6 to September 6, 2018.

Council Approval of this Report will agree to the Administration & Finance Executive Committee to approve the purchase card expense claim in the total amount of \$2,982.62 as submitted by Doug Brown, CAO for the periods July 6 to August 6 and August 6 to September 6, 2018.