



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/28**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: March 8, 2017
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Cars expenses related to the ROMA Conference held in Toronto, Ontario from January 28 to 31, 2017 as submitted by Doug Brown, CAO.

Conference Expenses

1.	Ground Transportation	\$127.00
2.	Administration Vehicle Gas	65.80
2.	Airline Baggage Fees	<u>89.25</u>
Total Per Diem & Travel Claims		<u>\$282.05</u>

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

RECOMMENDATION

Administration recommends approval of the Purchase Card expense claim in the total amount of \$282.05 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference held on January 28 – 31, 2017 in Toronto, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee to approve the purchase card travel expenses in the total amount of \$282.05 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference held on January 28 – 31, 2017 in Toronto, Ontario.