

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: January 30, 2020**  
**SUBJECT: Mayor June Caul – ROMA Travel Expense Claim**

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$250.00 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the ROMA Conference held in Toronto, ON from January 19 – 21, 2020, as submitted by Mayor June Caul.

Conference Expenses

1. Meals

**\$250.00**

The registration fee of \$694.95, flight of \$652.67 and hotel accommodations of \$701.60 was paid by the Town resulting in the total cost of \$2,859.22 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-E Schedule ‘A’.