

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: October 20, 2015
SUBJECT: Councillor Doug Kitowski – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$204.30 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 23 - 25, 2015 as submitted by Councillor Doug Kitowski.

Conference Expenses

1.	Meals	\$ 85.00
2.	Own Vehicle Gas	<u>119.30</u>
	Sub-total	204.30
3.	Per Diem (3 days)	<u>450.00</u>
	Total Per Diem & Travel Claims	<u>\$654.30</u>

The registration fee of \$200.00 and hotel accommodations of \$262.14 were paid by the Town resulting in the total cost of \$1,116.44 to attend the NOM Regional Conference as authorized by Council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$654.30 as submitted by Councillor Doug Kitowski for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$654.30 as submitted by Councillor Doug Kitowski for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.