

**To: Mayor Caul & Members of Council**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: May 7, 2019**  
**SUBJECT: Doug Brown–NOMA Annual Meeting and Conference Travel Expense and Per Diem**

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### **BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$100.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Doug Brown.

#### Expenses

1. Meals	\$ 70.00
2. Per Diem	30.00
3. Gas	<u>38.92</u>
Total travel and Per Diem Claims	<u>\$138.92</u>

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,090.21 to attend the conference as authorized by Council.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the amount of \$138.92 as submitted by Doug Brown for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$138.92 as submitted by Doug Brown for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.
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