

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: April 2, 2019
SUBJECT: Mayor June Caul–Training Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$87.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Mayor June Caul.

Expenses

1. Meals	\$ 87.00
2. Per Diem	<u>400.00</u>
Total travel and Per Diem Claims	<u>\$487.00</u>

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,295.18 to attend Training as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-D Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the amount of \$487.00 as submitted by Mayor June Caul for her attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 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 \$487.00 as submitted by Mayor June Caul for her attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019.