

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: February 2, 2017
SUBJECT: Councillor Wendy Brunetta – RRDMA Meeting and ROMA Conference Travel & Per Diem

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 and Schedule “B” Travel Expenses of \$227.50 to attend the RRDMA Meeting in Rainy River, Ontario then the ROMA Conference held in Toronto, Ontario from January 28 to 31, 2017 as submitted by Councillor Wendy Brunetta.

Conference Expenses

1.	Meals	\$175.00
2.	Luggage	52.50
2.	Per Diem (4 days, 1- RRDMA and 3-ROMA)	<u>640.00</u>
Total Per Diem & Travel Claims		<u>\$867.50</u>

The registration fee of \$621.50, airfare of \$463.21 and hotel accommodations of \$638.59 were paid by the Town resulting in the total cost of \$2,430.80 to attend the ROMA Conference, and \$160.00 to attend the RRDMA Annual General Meeting as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and pending By-Law 02/10-C Schedule ‘A’ amendment.