

**To: Mayor Avis & Members of Council**

**FROM: Dawn Galusha, Deputy Treasurer**

**DATE: August 7, 2018**

**SUBJECT: Doug Brown, CAO – AMCTO Council Orientation Travel Expense Claim**

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### **BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$45.00 for attendance at the AMCTO Council Orientation Session held in Thunder Bay, ON on July 20, 2018, as submitted by Doug Brown, CAO.

#### Conference Expenses

1. Meals	\$ 35.00
2. Per Diem (2 days)	<u>10.00</u>

Total Travel Expense Claims	<u>\$ 45.00</u>
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The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11. There were additional costs of accommodations of \$202.27 and registration of \$438.44 and vehicle gas of \$57.78 for a total cost, including HST, of \$743.49.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$45.00 as submitted by Doug Brown, CAO for his attendance at the AMCTO Council Orientation Session held in Thunder Bay, Ontario on July 20, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$45.00 as submitted by Doug Brown, CAO for his attendance at the AMCTO Council Orientation Session held in Thunder Bay, Ontario on July 20, 2018.