

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: August 30, 2018
SUBJECT: Mayor Roy Avis – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$361.05 and Schedule “F” – Mayor/Council Honorarium in the amount of \$640.00 for attendance at the AMO Conference held in Ottawa, ON from August 19 - 22, 2018, as submitted by Mayor Roy Avis.

Conference Expenses

1.	Meals	\$ 237.00
2.	Ground Transportation (Gas)	<u>124.05</u>
		361.05
3.	Per Diem (4 days)	<u>640.00</u>
	Total Per Diem & Travel Claims	<u>\$1,001.05</u>

The registration fee of \$881.40, hotel accommodations of \$1,865.04 and Air flight of \$562.74 was paid by the Town resulting in the total cost of \$4,310.23 to attend the AMO Conference 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 By-Law 02/10-D.