



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2015/111**

**To: Mayor Avis & Members of Council**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: October 6, 2015**  
**Subject: Mark McCaig, CAO – NOMA Regional Conference**

---

**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$731.40 to attend a NOMA Regional Conference held in Thunder Bay from September 23 - 25, 2015 as submitted by Mark McCaig, CAO.

Travel Expenses

1. Meal Allowance	\$ 70.00
2. Per Diem Allowance	<u>30.00</u>
Total Travel Expense Claim	<u>\$100.00</u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$100.00 as submitted by Mark McCaig, CAO for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

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 \$100.00 as submitted by Mark McCaig, CAO for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.