

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: August 26, 2015
Subject: Mark McCaig, CAO – AMO Conference

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$731.40 to attend a AMO Conference held in Niagara Falls from August 16 – 19, 2015 as submitted by Mark McCaig, CAO.

Travel Expenses

1. Meal Allowance	\$268.00
2. Per Diem Allowance	40.00
3. Ground Travel (Taxi)	35.00
4. Airport Parking (5 Days @ 10.00/day)	50.00
5. Mileage (Thunder Bay return)	<u>338.40</u>
Total Travel Expense Claim	<u>\$731.40</u>

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

RECOMMENDATION

Administration recommends approval of the Travel Expense claim for Mark McCaig, CAO in the amount of \$731.40 for his attendance at the AMO Conference held in Niagara Falls from August 16 – 19, 2015.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Expense claim for Mark McCaig, CAO in the amount of \$731.40 for his attendance at the AMO Conference held in Niagara Falls from August 16 – 19, 2015.