



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/69**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 3, 2017
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Card expense of \$100.57 for one night hotel related to attending a litigation meeting held on June 19 & 20, 2017 in Thunder Bay, Ontario as submitted by Doug Brown, CAO.

The travel expenses are in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

Administration recommends approval of the Purchase Card expense claim in the total amount of \$100.57 as submitted by Doug Brown, CAO for his attendance at a litigation meeting held on June 19 & 20, 2017 in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee to approve the purchase card travel expenses in the total amount of \$100.57 as submitted by Doug Brown, CAO for his attendance at a litigation meeting held on June 19 & 20, 2017 in Thunder Bay, Ontario.