



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/110**

TO: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy-Treasurer

DATE: October 3, 2018

SUBJECT: Doug Brown, CAO – Travel Expense claim- NWO CAO Group, OMAA/FedNor Roundtable

BACKGROUND

Attached are copies of the Travel Expense claim, as submitted by Doug Brown for his travel to Thunder Bay for a NWO CAO Group meeting and OMAA/ FedNor Roundtable meeting on September 17-19, 2018. All costs are in compliance with Town of Fort Frances Travel Policy Number 3.11.

Meals	83.00
Per Diem	20.00
Gas	<u>88.43</u>
Total	<u>\$191.43</u>

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel expense claim in the total amount of \$191.43 as submitted by Doug Brown, CAO for his travel to Thunder Bay for NWO CAO Group Meeting and OMAA/FedNor Roundtable meeting on September 17-19, 2018.

Council Approval of this Report will agree to the Administration & Finance Executive Committee to approve the Travel expense claim in the total amount of \$191.43 as submitted by Doug Brown, CAO for his travel to Thunder Bay for NWO CAO Group Meeting and OMAA/FedNor Roundtable meeting on September 17-19, 2018.
