

TO: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2020
SUBJECT: Mayor June Caul – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$250.00 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the ROMA Conference held in Toronto, ON from January 18 – 21, 2020, as submitted by Mayor June Caul.

Conference Expenses

1. Meals	<u>\$250.00</u>
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The registration fee of \$694.95, flight of \$652.67 and hotel accommodations of \$701.60 was paid by the Town resulting in the total cost of \$2,859.22 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-E Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and per diem claim in the total amount of \$810.00 as submitted by Mayor June Caul for her attendance at the ROMA Conference held in Toronto, Ontario from January 18 – 21, 2020.

<p>Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and per diem claim in the total amount of \$810.00 as submitted by Mayor June Caul for her attendance at the ROMA Conference in Toronto, Ontario from January 18 – 21, 2020.</p>
