



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/93**

**To: Mayor Avis & Members of Council**

**FROM: Dawn Galusha, Deputy Treasurer**

**DATE: September 28, 2017**

**Subject: Councillor Doug Kitowski NOMA Conference Per Diem & Travel Expense**

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 and Travel Expense Claim in the amount of \$222.07 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Doug Kitowski.

Travel Expense Summary

1.	Meals	\$122.00
2.	Gasoline	100.07
3.	Per Diem (3 ½ Days)	<u>560.00</u>
	Total	<u>\$782.07</u>

The registration fee of \$250.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,432.09 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule 'A'.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$560.00 and Travel Expense Claim in the amount of \$222.07 as submitted by Councillor Doug Kitowski for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$782.07 as submitted by Councillor Doug Kitowski for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 19-22, 2017.