



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/21**

**To:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** February 2, 2017  
**Subject:** D. Brown ROMA Conference Travel Claim

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Statement in the amount of \$653.01 as submitted by Doug Brown, CAO for his attendance and travel January 28-31, 2017 to the ROMA Conference held in Toronto, Ontario.

Summary of Travel Expense Claim

1.	Meals	\$175.00
2.	Per Diem	40.00
3.	Flight	<u>438.01</u>
	Total Travel Claim	<u>\$653.01</u>

Travel claim is in compliance with Travel Policy Number 3.11.