



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/50**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 17, 2016
Subject: Councillor Doug Kitowski NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Travel Expense Claim in the amount of \$141.21 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 - 29, 2016 as submitted by Councillor Doug Kitowski.

Travel Expense Summary

1.	Gas (Own Vehicle)	106.21
2.	Meal Allowance	35.00
3.	Per Diem (2 1/2 Days)	<u>375.00</u>
	Total	<u>\$516.21</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$1,026.11 to attend the NOMA Conference as authorized by Council on March 28, 2016.

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 \$375.00 and Travel Expense Claim in the amount of \$141.21 as submitted by Councillor Doug Kitowski for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 27 – 29, 2016.

<p>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 \$516.21 as submitted by Councillor Doug Kitowski for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 27 – 29, 2016.</p>
