

## MANAGEMENT REPORT

**Date:** November 25, 2024  
**To:** Mayor and Members of Council  
**From:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Report Number:** COU24-147  
**Attachments:** 1) Current Policy T.2.1 – Council  
2) Current Policy T.2.2 – Employees  
3) Draft New Travel and Conference Expense Policy - Combined

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**Title:** Revised Consolidated Travel and Conference Expense Policy

**Objective:** To modernize the travel and conference policies for both staff and elected officials. The intent is to consolidate the policies due to the significant similarities and to highlight any differences separately within the policy, while clarifying specific areas that have been historically unclear, resulting in inconsistent application at times.

**Background:** The existing Travel and Conventions Policy for staff was last reviewed in 2019. Proposed changes at that time were adopted. The Council policy has not been reviewed/reaffirmed since 2003.

Some areas requiring further clarity include identifying specific eligible expenses, required documentation and appropriate modes of transportation.

**Analysis:** The draft policy was reviewed by Corporate Leadership Team.

The following lists the most significant changes in more detail:

- Clarification of the authorization processes required.
- Clarification of personal vehicle use, reimbursement thereof, and the additional insurance requirements to be consistent with other City policies and recommendations from the City's municipal insurer.
- Meals and Incidentals
  - Revises limits for the amounts that may be claimed for meals including total daily maximum consistent with other policies and Canada Revenue Agency (CRA) limits;

- Clarifies what documentation is required and reaffirms how inadequate documentation may result in non-payment due to regulatory requirements for Harmonized Sales Tax (HST) and CRA;
- Addition of a section around third-party business, reimbursable providing that the expenses are reasonable and were incurred because of conducting or furthering City business.
- Accommodation
  - Clarification of cancellation expectations.
- Companion Travel
  - Added a section to clarify.
- Other Matters
  - Receipts are required to claim eligible expenses;
  - Management or employees must use Corporate Purchasing Card if possible;
  - Expense claims must be submitted within 60 days for reimbursement. This has been extended from 30 days but will be enforced going forward to ensure that financial records can be closed in a timely manner.

It is understood that as part of their position, elected officials may be required to attend municipal government events customarily involving the consumption of alcohol, such as cultural events and meetings with representatives from other levels of government. Purchases of alcohol for personal consumption may be eligible for reimbursement if they are reasonable and appropriate for conducting City business.

**Financial Implications:**

**Financial impact to current year or future year operating budget:**

There are no direct financial implications because of this report.

**Insurance considerations:**

Based on recommendations from the City’s municipal insurer, those driving non-city-owned vehicles should carry insurance for \$2 million and advise their insurer of business-use of their personal vehicles to ensure adequate coverage in the event of an incident involving their vehicle.

**Alignment with Strategic Priorities:**

**Not applicable:** This report does not align directly with one of the Strategic Priorities, but clear consistent and transparent policies help meet City objectives.

**Alignment with One Planet Principles:**

**Not applicable:** This is an administrative financial policy and does not relate directly to One Planet Principles.

**Staff Recommendation: THAT the report titled, "Revised Consolidated Travel and Conference Expense Policy" (COU24-147), dated November 25, 2024, be received for information;**

**THAT the draft Travel and Conference Expense Policy attached to Report COU24-147 be approved and staff be directed to finalize formatting of Appendix A;**

**AND THAT policies T.2.1 and T.2.2 be rescinded and replaced with the revised Travel and Conference Expense Policy.**

**Prepared by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services/Treasurer  
Joan Thomson, Chief Administrative Officer