

Memorandum

Date: January 25, 2022
Submitted by: Finance and Technology Department – Corporate Purchasing and Risk Management Division
Subject: Travel and Expense Corporate Policy Amendments

It is recommended that the City's policies be reviewed regularly to ensure that the City is following best practices and complying with all current legislation. Since its adoption in 1993, the Travel and Expense policy has had 10 updates, most recently with amendments approved at the Regular Council meeting held on February 11, 2020 to allow for hotel accommodations for all Lower Mainland LGA, UBCM, and FCM Conferences as well as Lower Mainland conferences lasting a minimum of two days.

Staff have conducted a review of Corporate Policy – 05-1800-01 – Travel and Expense and are recommending several housekeeping updates, as well as deletion of the Expense Requisition Form (currently included in the policy as Schedule “A”) and all references to Schedule A. Minor updates to this form occur frequently; the form should be separate from the policy to ensure that timely updates are possible.

A copy of Corporate Policy – 05-1800-01 – Travel and Expense with proposed changes tracked is included as **Attachment 1** for Council review. Draft Revised Corporate Policy – 05-1800-01 – Travel and Expense is included as **Attachment 2** for Council consideration of adoption.

The recommended resolution is:

THAT Corporate Policy – 05-1800-01 – Travel and Expense be adopted as attached to and recommended in the memo dated January 25, 2022 from the Finance and Technology Department – Corporate Purchasing and Risk Management Division regarding Travel and Expense Corporate Policy Amendments.

Attachment(s)

1. Corporate Policy – 05-1800-01 – Travel and Expense – Proposed Changes Tracked.
2. Draft Revised Corporate Policy – 05-1800-01 – Travel and Expense.

Report Approval Details

Document Title:	Travel and Expense Corporate Policy Amendments.docx
Attachments:	- Attachment 1 - Corporate Policy – 05-1800-01 – Travel and Expense – Proposed Changes Tracked.pdf - Attachment 2 - Draft Revised Corporate Policy – 05-1800-01 – Travel and Expense.pdf
Final Approval Date:	Jan 31, 2022

This report and all of its attachments were approved and signed as outlined below:

Paul Rockwood, General Manager of Finance and Technology - Jan 27, 2022 - 1:23 PM

Dorothy Shermer, Corporate Officer - Jan 27, 2022 - 5:05 PM

Rosemary Lodge, Manager of Communications and Engagement - Jan 28, 2022 - 5:44 PM

Tim Savoie, City Manager - Jan 31, 2022 - 2:21 PM