



# City of Port Moody

## Report/Recommendation to Council

Date: October 1, 2019  
Submitted by: Councillor Hunter Madsen  
Subject: Travel and Expense Policy Exemption – Councillor Hunter Madsen

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### Purpose

To request authorization from Council for Councillor Hunter Madsen to be exempted from the Travel and Expense Policy for the expense of conference parking during the week of the UBCM Conference.

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### Recommended Resolution(s)

**THAT an exemption from the City's Travel and Expense Policy be granted to allow reimbursement of Councillor Madsen's parking expense in the amount of \$32.00 which was charged to Councillor Madsen's personal credit card instead of a City Purchasing Card.**

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### Background

On September 24, 2019, I went to use my City Purchasing card for conference parking at the UBCM Conference, and accidentally used my personal credit card in error. The Travel and Expense Policy (**Attachment 1**) stipulates that reimbursements related to City Business if paid for by personal should be paid with cash:

“The City does not allow for those making purchases on behalf of the City to gain benefits provided by loyalty programs. The City participates in a corporate purchase card program which provides a rebate to the City based on total annual spend. Therefore, purchases shall be made using a City purchase card (policy no. 03-1235-01). If City's purchase card is not used or accepted, only expenses paid by cash will be reimbursed.”

The City is unable to reimburse me for this cost as it was paid for with a personal credit card and not with the City purchase card.

### Discussion

On September 24, 2019, I went to use my City Purchasing card to pay for conference parking at the UBCM Conference, and accidentally used my personal credit card in error. I was not aware that I had even used my personal card until returning from UBCM. I am therefore requesting an

exemption from this policy from Council in order to receive a reimbursement for the \$32.00 (**Attachment 2**).

### Other Option(s)

THAT Council receive this report for information

### Financial Implications

The cost of the parking expense is already allocated to come out of Council's Conference budget (6101-102).

### Communications and Civic Engagement Initiatives

No specific communications or civic engagement initiatives are required.

### Attachment(s)

1. City of Port Moody Travel and Expense Corporate Policy.
2. Receipt dated September 25, 2019 from Impark in the amount of \$32.00.

### Report Author

Hunter Madsen  
Councillor