



# Corporate

NO: R054

# Report

COUNCIL DATE: March 25, 2002

<b>REGULAR</b>			
TO:	<b>Mayor &amp; Council</b>	DATE:	<b>March 19, 2002</b>
FROM:	<b>General Manager, Finance, Technology &amp; HR</b>	FILE:	<b>0340-05</b>
SUBJECT:	<b>Expense Policy for Employees and Other Authorized Persons</b>		

## RECOMMENDATION

That the “Expense Policy for Employees and Other Authorized Persons” be amended to include an optional allowance of \$50.00 per night for employees and other authorized persons who use private accommodation while travelling on City business.

## INTENT

To amend the City's Expense Policy to include a more versatile and cost effective option for over night accommodation for employees and other authorized persons travelling on City business.

## DISCUSSION

Our current expense policy requires that employees use hotel accommodation while travelling on city business. There are times when employees may be able to seek private accommodation, however the current Policy does not encourage this option. I propose to amend Section 4.1 of the Policy by adding the following option:

- (iii) An allowance of \$50.00 per night may be claimed for private accommodation. This rate has been established to encourage this option which may prove more versatile and cost effective.

This amendment would also bring the City's Policy in line with other national travel guidelines. All Federal Government agencies, including FCM, incorporate this option as part of their travel policies available for all of their employees.

## CONCLUSION

I recommend that the current “Expense Policy for Employees and Other Authorized Persons” be amended to include an allowance of \$50.00 per night for those persons seeking private accommodations in lieu of hotel accommodation while travelling on City business. This amendment encourages employees to seek the most cost effective over night accommodations while travelling on City business. It also brings our Policy in line with other current national travel guidelines.

Vivienne Wilke, CGA

General Manager,

Finance, Technology & HR

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