

# POLICY STATEMENT AND REGULATIONS

Number 100.20

## **COUNCIL TRAVEL AND CONFERENCE EXPENSES**

### **POLICY:**

All members of Council are authorized each year to attend the annual conventions of the following organizations and any expenses incurred within those expense types and limits described herein shall be paid by the Municipality either directly to or on behalf of the attendee.

1. The Union of British Columbia Municipalities
2. The Okanagan Mainline Municipal Association
3. The Canadian Federation of Municipalities

The Mayor, in addition to items 1 to 3 above, is authorized to incur expenses up to a maximum of \$3,000 per calendar year while representing the Municipality, engaging in Municipal business, attending meetings, courses or conventions. Any expense incurred within those expense types and limits described herein shall be paid by the Municipality.

Each Councilor, in addition to items 1 to 3 above, is authorized to incur expenses up to a maximum of \$1,000 per calendar year while representing the Municipality, engaging in Municipal business, attending meetings, courses or conventions. Any expenses incurred within those expense types and limits described herein shall be paid by the Municipality.

### **PURPOSE:**

To provide greater detail and assist in the administration of the Council expenditures authorized by the Council Remuneration and Expense Bylaw.

### **PROCEDURE:**

#### **Types of expenses and payment limits**

The following types of expenses qualify for payment to the maximum so indicated.

##### a) Travel

Air Travel – The cost of air fare at coach rates, as receipted, plus transportation to and from the airport at both the point of departure and the destination inclusive of airport parking.

Alternate Travel – When a member of Council elects to travel by automobile, reimbursement for the distance traveled shall be at established mileage rates for

the Municipality plus parking, ferry charges and highway tolls, which in aggregate may not exceed the equivalent cost of air travel as defined above.

Where a member of Council elects to travel by a form(s) of transportation other than aircraft or automobile to their destination point, the expense reimbursement shall not exceed the equivalent cost of air travel as defined above.

Where air service is not available, the most economical combination of alternative transportation shall be used.

b) Registration fees

Registration fees for the event, as receipted.

c) Accommodations

Single room hotel accommodations, as receipted.

d) Meals and incidental expenses

The cost of meals, on-site transportation, parking, telephone and all other incidental expenses necessarily incurred on route to and from and at the site of the event will be paid by the Municipality as receipted for attendance. The cost of meals without receipts may be claimed for attendance at events as provided under the Council Remuneration and Expense Bylaw. Cost of meal reimbursements will not be made for those meals provided as part of the event registration costs.

e) Additional expenses

When required for the purposes of travel, expenses for accommodations, meals and incidentals, as set out above, will be paid by the Municipality for one day preceding and immediately following the scheduled event.

Adopted: May 31, 2004