



Statement of Policy and Procedure

Department:	Finance	Division:	Administration
Policy area:	Expense Authorization		
Policy No.:	FN 2.01		
Subject:	Council Conferences and Expenditure Reimbursement		
Issued to:	Mayor and Members of Council, Office of the City Clerk		
Issued date:	2015 April 27	Effective date:	2015 April
Approved by:	Council Adoption in Open Council Meeting on 2015 April 27		

1 POLICY

1.01 Mayor and Members of Council are authorized each year to attend the annual events of the following organizations and to be reimbursed for conference and travel related expense claims as per this policy:

- Lower Mainland Local Government Association (LMLGA)
- Union of British Columbia Municipalities (UBCM)
- Federation of Canada Municipalities (FCM)

1.02 All preauthorized conference expenses shall be provisioned for within Council's annual operating budget.

1.03 A motion in Open Council shall be required to approve the attendance of a Council member at a conference or meeting outside the boundaries of the City. The only exceptions shall be the three preauthorized conferences as identified under section 1.01 of this policy.

2 PURPOSE

2.01 To establish the authority for Mayor and Members of Council to attend preauthorized conferences and events as identified in this policy and to be reimbursed for related out-of-pocket conference and travel related expenses.

3 SCOPE

3.01 This policy sets out the controls for the Accounting division and provides guidelines for Mayor and Members of Council when requesting registration and reimbursement of preauthorized conference and travel related expense claims.

4 RESPONSIBILITIES

4.01 Mayor and Members of Council are responsible for:

- Adhering to the guidelines for attending preauthorized conferences and reimbursement of expense claims as set out in this policy.

4.02 Office of the City Clerk is responsible for:

- Administering conference registrations, travel and accommodation requests on behalf of the Mayor and Members of Council.

4.03 Director Finance is response for:

- Maintaining and recommending changes to this policy.
- Administering reimbursement and claims for conference travel related expenses incurred by Mayor and Members of Council.

5 DEFINITIONS

None

6 REFERENCES

6.01 Council Handbook updated 2015 January.

7 GUIDELINES

7.01 Conference Registration and Travel

- Council members wishing to attend a preauthorized conference shall contact the Office of the City Clerk who shall arrange for registration and travel.
- All travel arrangements for Council group travel shall be arranged through the Office of the City Clerk.
- Independent travel by a member of Council on City business may be booked by the Council member according to the procedures outlined in this policy

7.02 Expense Reimbursement

- Expense reimbursement for Mayor and Members of Council shall be guided by the policies as established for City senior exempt staff.
- The *Council Expense/ Travel Reimbursement Table* included as Attachment A outlines the eligible expense claims and the applicable reimbursed amount for Council. All other

conference or travel related expenses follow the treatment outlined in the City of Burnaby Employee Expense Policy.

- Expense claims shall be reimbursed at the conclusion of travel with mandatory receipt remittance to the Office of the City Clerk.

7.03 Airfare

(a) Flights less than 9 hours –

Airfares are based on the most economical fare obtainable with any airline.

(b) Flights longer than 9 hours –

The City adopts the Metro Vancouver policy for air travel. The policy for travel is based on the Federal Governments Treasury Board of Canada Secretariat policy, and is used when mayors or council are traveling as Metro Vancouver committee members. The policy for airline travel states that based on economy class except where continuous air travel exceeds nine hours, the traveler may then choose economy or business/executive class if available or to travel economy class with scheduled arrival being an extra day ahead of the business purpose of the travel.

(c) Frequent flyer points/ Air miles

Airfares cannot be reserved in conjunction with participation in programs offered by airlines. Members of Council traveling on City business may use personal air miles to pay for their air travel with reimbursement based on the cost of an economy flight booked on the same day as the flight was reserved using their air miles. Frequent flyer points cannot be used for City Business. Personal air miles are awarded for using co-branded credit/debit cards and can be redeemed for air travel with various airlines while frequent flyer points are loyalty points awarded by the airline itself.

(d) Travel Insurance (Trip Cancellation)

Travel Insurance (Trip Cancellation) is not routinely reimbursed. The requirement for trip cancellation insurance should be discussed with the City Clerk prior to booking any travel arrangements.

7.04 Independent Travel

- Council members arranging personal flights and travel accommodations for City business shall follow the guidelines under section 7.02 – 7.03 of this policy.

7.05 Expenditure Advance

- Council members may request an advance to cover expenses associated with training or conferences. Arrangement for an advance of per diem funds is made through the Office of the City Clerk.

7.06 Processing Time/ Forms and Receipts

- Registration forms and the City's *External Training/Travel/Conference Claim Form* shall be accompanied by receipts and shall be completed for all expenses associated with the training / conference attended.
- A minimum of 2 weeks shall be allowed for payment processing for registration fees and expense advances. It will be the responsibility of Council members/ City Clerk to allow time for processing.

8 ATTACHMENTS

8.01 Attachment A – Council Expenses/ Travel Reimbursement

Version:	Date:	Description:	Updated by:
1	2015 March 15	New Policy	B. Klimek
2			

MAYOR AND MEMBERS OF COUNCIL
COUNCIL EXPENSES/ TRAVEL REIMBURSEMENT

	Reimbursement Amount
Registration for a meeting, course or convention (Arranged by the City Clerk)	Paid in Full
Accommodations (Arranged by the City Clerk)	Paid in Full
Economy Airfare (Arranged by the City Clerk)	Paid in Full
Where continuous air travel > 9 hours, (a) Business/Executive Airfare or (b) Economy Airfare with scheduled arrival being an extra day ahead of the business purpose of the travel (Arranged by the City Clerk)	Paid in Full
Motor Vehicle costs to attend out-of-town location	Lesser of actual mileage at current municipal rate and economy airfare
Transportation to and from Airport	Paid in Full
Airport Parking	Paid in Full
Travel within Metro Vancouver	Actual out of pocket expenses ** supported by receipts paid in full. No daily per diem.
Meals and miscellaneous travel costs for travel outside Metro Vancouver Area. Receipts are not required when per diem is claimed.	Per Diem \$75.00 (In USD for travel to United States)
For travel outside North America	Actual expenses paid in full
Baggage charges – one baggage charge per ticket	Paid in Full
Seat pre-selection fee	Not reimbursed
Books/ Text or Materials	Paid in Full
Rental Car (to a maximum of a mid-size domestic and when public transit/taxis are not feasible to use)	Paid in Full
Gratuity	15% for restaurant 10% for taxi service
Alcohol/ alcoholic beverages	Not reimbursed
Spouse or Partner expenses travelling with Council member	Not reimbursed
Home office charges include: <ul style="list-style-type: none"> • Internet • Phone 	Paid in Full
Professional membership fees (where applicable)	Paid in Full