

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **December 10, 2024**

FROM: **General Manager, Finance**

FILE: **1800-00**

SUBJECT: **Expense Policy for Council Members - Amendments**

RECOMMENDATION

The Finance Department recommends that Council:

1. Receive this report for information; and
2. Authorize staff to implement the amendments as proposed in Appendix “II”, Proposed Expense Policy for Council Members.

INTENT

The purpose of this report is to provide Council with a proposed update to the “Approvals Required” section and the “Accommodation, Miscellaneous Reimbursable Expenses and Per Diem Allowance” section of the Council Expense Policy. This policy relates to expenditures incurred by Council members when representing the City, while engaging in City business by attending meetings, conferences, or conventions, including costs for accommodation, registration, transportation, communication, per diem and any other associated expenses incurred during those engagements. The updated rates for Per-Diem Allowances are based on the Consumer Price Index (“CPI”) increases from 2017 to 2024, as produced by BC Stats using information from Statistics Canada.

BACKGROUND

Council adopted the Expense Policy on January 9, 1978. This Policy has been updated by Council several times since that time. The last amendment was adopted by Council on February 6, 2017.

DISCUSSION

The proposed changes to the Expense Policy are outlined below:

Section 1: Approvals Required

It is proposed that the Annual Aggregate Pre-Authorized Limit of \$12,000 for the Mayor and \$6,000 for the Councillors remain unchanged and further will not include any expenditures that have been approved through Council Resolution for the entire Council (for 2025, Lower Mainland Local Government Association “LMLGA”, Federation of Canadian Municipalities “FCM” and Union of British Columbia Municipalities “UBCM” Annual Conferences).

Section 4.1: Class of Accommodation

It is proposed that the potential nightly allowance for private accommodation be increased from \$50 to \$60.

Section 4.5: Full Day Per Diem Allowance for Overnight Travel (Receipts not Required)

It is proposed that the full day per diem allowance be increased from \$90 to \$120 Canadian, \$120 US, or equivalent to \$120 US for other countries.

Section 4.6: Partial Day Per Diem Allowance

It is proposed that the partial day per diem allowance be increased as follows:

It is expected that this amount be pro-rated to allow for meal costs not incurred by the traveller such as registration fees that include the cost of a meal, or late departure or early arrival before and after the required travel. The pro-rated allowance is proposed as follows:

	<u>No Receipts</u>	<u>With Receipts</u>
Breakfast	\$20.00	\$30.00
Lunch	30.00	40.00
Dinner	50.00	60.00
Incidentals	<u>20.00</u>	<u>30.00</u>
Total	<u>\$120.00</u>	<u>\$160.00</u>

Other minor wording changes have been made to improve clarity. Appendix “I” includes the current Expense Policy. Appendix “II” includes the proposed Expense Policy. Appendix “III” includes a red-lined version of the Expense Policy.

Legal Services Review

This report has been reviewed by Legal Services.

The *Community Charter (sections 105 and 106)* (“Community Charter”) and the *Council Code of Conduct Bylaw, 2020, No. 20020 (sections 33 to 39)* (“Council Code of Conduct Bylaw”) contain restrictions on Council members receiving and accepting gifts. A gift is an item or service of value that is received by a Council member for their personal use, including money, gift cards, tickets to events, clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, participation in sport and recreation activities, and invitations to social functions. Gifts must not be accepted, subject to a few exceptions. Where a gift is permitted, it must be reported to the City Clerk if it has a value over \$250. The consequences of improperly accepting a gift are serious, as the Council member may be disqualified from holding office.

The following links are to the *Community Charter* and the *Council Code of Conduct Bylaw* for your reference:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_04

www.surrey.ca/sites/default/files/bylaws/BYL_reg_20020_o.pdf

CONCLUSION

The Finance Department is providing Council with a proposed update the Expense Policy for their consideration and staff will implement the changes if approved.

Kam Grewal
CFO / General Manager
Finance

Appendix "I" – Current Expense Policy for Council Members (February 6, 2017)
Appendix "II" – Proposed Expense Policy for Council Members
Appendix "III" – Red-lined Version of the Expense Policy for Council Members



CITY POLICY

Appendix "I"

NO. D-15

REFERENCE:

REGULAR COUNCIL MINUTES
27 JULY 2009

APPROVED BY: CITY COUNCIL

DATE: 6 February, 2017 (Res.R17-380)

HISTORY: 16 May, 2016 (Res.R16-960 – R109)
27 July 2009 (RES.R09-1430 – R147)
29 Nov 2004 (RES.R04-3237 - R281)
25 Mar 2002 (RES.R02-658)
28 JAN 2002 (RES.R02-207 - R017)
9 JAN 1978; 28 JAN 1991;
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Originally called D-10

TITLE: EXPENSE POLICY FOR COUNCIL MEMBERS

SECTION 1: APPROVALS REQUIRED

- 1.1 Expenditures – Requiring / Not Requiring Council Resolution

SECTION 2: COSTS NOT ELIGIBLE FOR REIMBURSEMENT WITHOUT A COUNCIL RESOLUTION

- 2.1 Costs Not Eligible
- 2.2 General Manager, Finance May Approve Advances

SECTION 3: TRANSPORTATION

- 3.1 Means of Travel
- 3.2 Travel by Own Vehicle
- 3.3 Travel by City-Owned or City-Leased Vehicle
- 3.4 Travelling as a Group by Vehicle
- 3.5 Class of Air Travel
- 3.6 Air Porter, Taxi, and Parking
- 3.7 Rental Vehicles
- 3.8 Travel Insurance and Passports
- 3.9 Combining Business Travel with Personal Travel
- 3.10 Spousal or Partner Travel

* This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

SECTION 4: ACCOMMODATION, MISCELLANEOUS REIMBURSABLE EXPENSES, AND PER DIEM ALLOWANCE

- 4.1 Class of Accommodation
- 4.2 Telephone Calls and Miscellaneous Business Services and Supplies
- 4.3 Cleaning Expenses
- 4.4 Registration Fees and Business Meals
- 4.5 Full Day Per Diem Allowance for Overnight Travel
- 4.6 Prorated Per Diem Allowance
- 4.7 Expenses Covered by the Per Diem Allowance

SECTION 1: APPROVALS REQUIRED

1.1 Expenditures – Requiring / Not Requiring Council Resolution

		NO RESOLUTION REQUIRED	RESOLUTION REQUIRED
TRIPS/CONFERENCES/ SEMINARS/COURSES/ BUSINESS MEETINGS OUTSIDE SURREY.	Mayor	Pre-authorized to expend up to \$900 per event.	Over \$900 per event.
	Councillor	Each Councillor is pre-authorized to expend up to \$450 per event.	Over \$450 per event.
RECEIVE, ENTERTAIN OR HONOUR AT CITY EVENTS	Mayor	For attendance at events where all members of Council are invited	
	Councillor		
ANNUAL AGGREGATE PRE-AUTHORIZED LIMITS	Mayor	Pre-authorized to spend a total maximum aggregate amount of \$12,000 per year for all of the above categories combined.	For each expenditure incurred once the total annual pre-authorized limit exceeds \$12,000 for all of the above categories combined.
	Councillor	Each Councillor is pre-authorized to spend a total maximum aggregate amount of \$6,000 per year for all of the above three categories combined.	For each expenditure incurred by an individual Councillor, once his/her total annual pre-authorized limit exceeds \$6,000 for all of the above three categories combined.
TRAVEL BY INDIVIDUAL ON BEHALF OF COUNCIL	Others		Yes

* This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

SECTION 2: COSTS NOT ELIGIBLE FOR REIMBURSEMENT WITHOUT A COUNCIL RESOLUTION**2.1 Costs not Eligible**

- (i) Overnight accommodation costs within Surrey
- (ii) Traffic fines or parking tickets
- (iii) Vehicle repair, towing, or accident costs
- (iv) Child care, house-minding, or security costs
- (v) Lost wages, income, or opportunity costs
- (vi) Transportation costs within Surrey, other than travel specifically outlined in Section 3.2
- (vii) Costs reimbursed by another organization or source
- (viii) Spousal or partner travel costs
- (ix) Any expense claim which the General Manager, Finance & Technology determines to be in excess of expense policy limits or standards, to be lacking adequate documentation, or to be beyond the scope, spirit, or intent of the policy.

2.2 General Manager, Finance May Approve Advances

If, due to the inability to schedule a Council meeting within necessary time deadlines, a necessary Council resolution cannot be obtained, the General Manager, Finance may approve expense prepayments, payments, or reimbursements for a Council member, to be treated as an advance to the Council member. Should Council refuse to pass a resolution approving the attendance or expenses, then the Council member will be required to reimburse the City the amount of the advance.

SECTION 3: TRANSPORTATION**3.1 Means of Travel**

Travellers may choose their means of travel. All costs, including accommodations and per diems, must be reasonable in relation to the distance travelled and the means of travel. The total amount claimed may not exceed the total cost based on travel by air.

* This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

3.2 Travel by Own Vehicle

Councillors may claim 50% of the prevailing rate for mileage reimbursement for travel in excess of 120 kilometres when the one-way distance by road to the travel destination is in excess of 60 kilometres from Surrey City Hall.

Road tolls and parking costs may also be claimed.

3.3 Travel by City-Owned or City-Leased Vehicle

Travellers authorized to travel outside of Surrey by City-owned or City-leased vehicle may, subject to Section 3.1, claim any actual out-of-pocket vehicle expenses incurred, including gas, oil, repair and towing costs, road tolls, and parking costs.

3.4 Travelling as a Group by Vehicle

If two or more travellers travel together in the same vehicle, only the traveller who incurs the expenses of operating the vehicle may claim the vehicle costs or the mileage allowance.

3.5 Class of Air Travel

- (i) The traveller must book a reasonable mode of air travel that can include the cost of the airfare, seat selection and checked bags.
- (ii) For flights exceeding nine hours, the traveller may book business class.
- (iii) Benefits from any promotional offers are to be passed on to the City whenever possible.

3.6 Air Porter, Taxi, and Parking

- (i) Air Porter or taxi fares to and from the airport/transportation terminal may be claimed.
- (ii) Travellers wishing to drive a vehicle to the transportation terminal and then park the vehicle for the duration of the trip may claim the cost of mileage and parking. These costs must be reasonable compared to the cost of taxi ground transportation from their home to the terminal, plus return.

* This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

3.7 Rental Vehicles

(i) Class of Vehicle

Compact, economical cars must be used unless 3 or more persons are travelling together, in which case a larger mid-size vehicle will be permitted.

(ii) Insurance

It is the responsibility of the traveller to ensure that insurance coverage (limits and deductibles) is adequate. Contact the City of Surrey Risk Manager for advice.

3.8 Travel Insurance and Passports

(i) Cancellation Insurance

The City does not reimburse for cancellation insurance.

(ii) Medical Insurance and Vaccinations

For any travel outside of Canada, the traveller may claim the cost of additional medical insurance and the cost of vaccinations.

(iii) Passports

For any travel outside of North America, the traveller may claim the cost of obtaining a passport.

3.9 Combining Business Travel with Personal Travel

Travellers wishing to combine a business trip with personal travel may do so at their own expense. The traveller will be required to pay any additional living and accommodation expenses that are not associated with the business travel.

The City's portion of the air fare shall be the lower of:

- (i) the actual combined fare; or
- (ii) the cost of a direct, return flight to/from the business destination based on the lowest fare available on the date of booking that includes seat selection and one checked bag.

3.10 Spousal or Partner Travel

* This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

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- (i) Spousal or partner travel will not be paid by the City, unless the traveller is sight or physically handicapped and requires personal assistance to travel on City business. Prior approval of Council is required. The spouse or partner will be entitled to claim for the same expenses and allowances as the travelling companion.
 - (ii) The City may prepay a registration fee or some other expense on behalf of a spouse or travel partner, provided that the City will be reimbursed for this expense within ten calendar days of return from travel. The spouse or travel partner must also reimburse the City for any non-attendance by the spouse or travel partner.

SECTION 4: ACCOMMODATION, MISCELLANEOUS REIMBURSABLE EXPENSES AND PER DIEM ALLOWANCE

4.1 Class of Accommodation

- (i) Whenever possible, accommodation cost should not exceed the cost of a standard room, double occupancy.
- (ii) Travellers should book reputable accommodation close to the business or conference location at the lowest rate available to the City.
- (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.

4.2 Telephone Calls and Miscellaneous Business Services and Supplies

Business telephone calls may be claimed provided the party called has been identified. Office services and supplies required to complete City business (including fax, wifi, courier, postage, and business machine rental) may be claimed.

4.3 Cleaning Expenses

Costs incurred for cleaning clothing during a trip may be claimed.

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4.4 Registration Fees and Business Meals

- (i) Conference, convention, training, and course registration fees may be claimed.
- (ii) When no overnight travel is involved and it is not practical to obtain a receipt, a meal cost may be claimed based on the prorated per diem allowance amount (see Section 4.6).
- (iii) Business meal costs claimed using receipts may not exceed 125% of the total prorated per diem meal entitlement, and the claim **may not include alcoholic beverages**.
- (iv) When guests' meal costs are included in a business meal expense claim, the guests must be identified. The same limits and restrictions apply to guests' meal costs, but receipts may be averaged to determine a cost per person.

4.5 Full Day Per Diem Allowance for Overnight Travel (Receipts not Required)

<u>Within Canada</u>	<u>Within USA</u>	<u>Other Countries</u>
\$90.00	\$90.00 US	Equivalent to \$90.00 US (receipts required)

4.6 Partial Day Per Diem Allowance

- (i) For prorating the per diem, the following breakdown applies:

	<u>No Receipts</u>	<u>With Receipts</u>
Breakfast	\$15.00	\$20.00
Lunch	20.00	25.00
Dinner	40.00	50.00
Incidentals	<u>15.00</u>	<u>20.00</u>
Total	<u>\$90.00</u>	<u>\$115.00</u>

4.7 Expenses Covered by the Full Day Per Diem Allowance

- (i) Meals, beverages, gratuities, and taxes (Note: Gratuities are not to exceed 15%).
- (ii) Taxi (other than to/from transportation terminals, or conference/business centres as these expenses are covered under Section 3.6).

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- (iii) Parking (other than at transportation terminals, conference/business centres, or accommodation site as these expenses are covered under Section 3.6).
 - (iv) Telephone (other than City business calls).
 - (v) Nominal promotion and other business related expenses.
 - (vi) Incidental expenditures for which a receipt would not normally be obtained.
 - (vii) All personal supplies.

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CITY POLICY

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	Councillor	Each Councillor is pre-authorized to spend a total maximum aggregate amount of \$6,000 per year for all of the above categories combined. This limit will not apply to any event which has been approved through Council Resolution for the entire Council.	For each expenditure incurred by an individual Councillor, once his/her total annual pre-authorized limit exceeds \$6,000 for all of the above categories combined.
TRAVEL BY INDIVIDUAL ON BEHALF OF COUNCIL	Others		Yes

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SECTION 2: COSTS NOT ELIGIBLE FOR REIMBURSEMENT WITHOUT A COUNCIL RESOLUTION

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SECTION 3: TRANSPORTATION

3.1 Means of Travel

Travellers may choose their means of travel. All costs, including accommodations and per diems, must be reasonable in relation to the distance travelled and the means of travel. The total amount claimed may not exceed the total cost based on travel by air.

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3.2 Travel by Own Vehicle

Councillors may claim 50% of the prevailing rate for mileage reimbursement for travel in excess of 120 kilometres when the one-way distance by road to the travel destination is in excess of 60 kilometres from Surrey City Hall.

Road tolls and parking costs may also be claimed.

3.3 Travel by City-Owned or City-Leased Vehicle

Travellers authorized to travel outside of Surrey by City-owned or City-leased vehicle may, subject to Section 3.1, claim any actual out-of-pocket vehicle expenses incurred, including gas, oil, repair and towing costs, road tolls, and parking costs.

3.4 Travelling as a Group by Vehicle

If two or more travellers travel together in the same vehicle, only the traveller who incurs the expenses of operating the vehicle may claim the vehicle costs or the mileage allowance.

3.5 Class of Air Travel

- (i) The traveller must book a reasonable mode of air travel that can include the cost of the airfare, seat selection and checked bags.
- (ii) For flights exceeding nine hours, the traveller may book business class.
- (iii) Benefits from any promotional offers are to be passed on to the City whenever possible.

3.6 Air Porter, Taxi, and Parking

- (i) Air Porter or taxi fares to and from the airport/transportation terminal may be claimed.
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(i) Class of Vehicle

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3.9 Combining Business Travel with Personal Travel

Travellers wishing to combine a business trip with personal travel may do so at their own expense. The traveller will be required to pay any additional living and accommodation expenses that are not associated with business travel.

The City's portion of the air fare shall be the lower of:

- (i) the actual combined fare; or
- (ii) the cost of a direct, return flight to/from the business destination based on the lowest fare available on the date of booking that includes seat selection and one checked bag.

3.10 Spousal or Partner Travel

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- (i) Spousal or partner travel will not be paid by the City, unless the traveller is sight or physically handicapped and requires personal assistance to travel on City business. Prior approval of Council is required. The spouse or partner will be entitled to claim the same expenses and allowances as the travelling companion.
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SECTION 4: ACCOMMODATION, MISCELLANEOUS REIMBURSABLE EXPENSES AND PER DIEM ALLOWANCE

4.1 Class of Accommodation

- (i) Whenever possible, accommodation costs should not exceed the cost of a standard room, double occupancy.
- (ii) Travellers should book reputable accommodation close to the business or conference location at the lowest rate available to the City.
- (iii) An allowance of \$60.00 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.

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- (iii) Business meal costs claimed using receipts may not exceed 125% of the total prorated per diem meal entitlement, and the claim **may not include alcoholic beverages**.
- (iv) When guests' meal costs are included in a business meal expense claim, the guests must be identified. The same limits and restrictions apply to guests' meal costs, but receipts may be averaged to determine a cost per person.

4.5 Full Day Per Diem Allowance for Overnight Travel (Receipts not Required)

<u>Within Canada</u>	<u>Within USA</u>	<u>Other Countries</u>
\$120.00	\$120.00 US	Equivalent to \$120.00 US (receipts required)

4.6 Partial Day Per Diem Allowance

- (i) For prorating the per diem, the following breakdown applies:

	<u>No Receipts</u>	<u>With Receipts</u>
Breakfast	\$20.00	\$30.00
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Incidentals	<u>20.00</u>	<u>30.00</u>
Total	<u>\$120.00</u>	<u>\$160.00</u>

4.7 Expenses Covered by the Full Day Per Diem Allowance

- (i) Meals, beverages, gratuities, and taxes (Note: Gratuities are not to exceed 15%).
- (ii) Taxi (other than to/from transportation terminals, or conference/business centres as these expenses are covered under Section 3.6).
- (iii) Parking (other than at transportation terminals, conference/business centres, or accommodation site as these expenses are covered under Section 3.6).
- (iv) Telephone (other than City business calls).
- (v) Nominal promotion and other business related expenses.
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- (vii) All personal supplies.

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[https://surreybc.sharepoint.com/sites/fin.leadership/corporate reports/2024/2024 finance corporate reports/council and staff expense policy update/council/appendix ii proposed expense policy for council members d-15.doc](https://surreybc.sharepoint.com/sites/fin.leadership/corporate%20reports/2024/2024%20finance%20corporate%20reports/council%20and%20staff%20expense%20policy%20update/council/appendix%20ii%20proposed%20expense%20policy%20for%20council%20members%20d-15.doc)

BD 12/10/24 10:11 AM



CITY POLICY

Appendix "III"

NO. D-15

REFERENCE:

REGULAR COUNCIL MINUTES
27 JULY 2009

APPROVED BY: CITY COUNCIL

DATE: 6 February, 2017 (Res.R17-380)

HISTORY: 16 May, 2016 (Res.R16-960 – R109)
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- 4.6 Prorated Per Diem Allowance
- 4.7 Expenses Covered by the Per Diem Allowance

SECTION 1: APPROVALS REQUIRED

1.1 Expenditures – Requiring / Not Requiring Council Resolution

		NO RESOLUTION REQUIRED	RESOLUTION REQUIRED
TRIPS/CONFERENCES/ SEMINARS/COURSES/ BUSINESS MEETINGS OUTSIDE SURREY.	Mayor	Pre-authorized to expend up to \$900 per event.	Over \$900 per event.
	Councillor	Each Councillor is pre-authorized to expend up to \$450 per event.	Over \$450 per event.
RECEIVE, ENTERTAIN OR HONOUR AT CITY EVENTS	Mayor	For attendance at events where all members of Council are invited	
	Councillor		
ANNUAL AGGREGATE PRE-AUTHORIZED LIMITS	Mayor	Pre-authorized to spend a total maximum aggregate amount of \$12,000 per year for all of the above categories combined. <u>This limit will not apply to any event which has been approved through Council Resolution for the entire Council.-</u>	For each expenditure incurred once the total annual pre-authorized limit exceeds \$12,000 for all of the above categories combined.
	Councillor	Each Councillor is pre-authorized to spend a total maximum aggregate amount of \$6,000 per year for all of the above three categories combined. <u>This limit will not apply to any event which has been approved through Council Resolution for the entire Council.-</u>	For each expenditure incurred by an individual Councillor, once his/her total annual pre-authorized limit exceeds \$6,000 for all of the above three categories combined.
TRAVEL BY INDIVIDUAL ON BEHALF OF COUNCIL	Others		Yes

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SECTION 2: COSTS NOT ELIGIBLE FOR REIMBURSEMENT WITHOUT A COUNCIL RESOLUTION

2.1 Costs not Eligible

- (i) Overnight accommodation costs within Surrey
- (ii) Traffic fines or parking tickets
- (iii) Vehicle repair, towing, or accident costs
- (iv) Child care, house-minding, or security costs
- (v) Lost wages, income, or opportunity costs
- (vi) Transportation costs within Surrey, other than travel specifically outlined in Section 3.2
- (vii) Costs reimbursed by another organization or source
- (viii) Spousal or partner travel costs
- (ix) Any expense claim which the General Manager, Finance & Technology determines to be in excess of expense policy limits or standards, to be lacking adequate documentation, or to be beyond the scope, spirit, or intent of the policy.

2.2 General Manager, Finance May Approve Advances

If, due to the inability to schedule a Council meeting within necessary time deadlines, a necessary Council resolution cannot be obtained, the General Manager, Finance may approve expense prepayments, payments, or reimbursements for a Council member, to be treated as an advance to the Council member. Should Council refuse to pass a resolution approving the attendance or expenses, then the Council member will be required to reimburse the City the amount of the advance.

SECTION 3: TRANSPORTATION

3.1 Means of Travel

Travellers may choose their means of travel. All costs, including accommodations and per diems, must be reasonable in relation to the distance travelled and the means of travel. The total amount claimed may not exceed the total cost based on travel by air.

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3.2 Travel by Own Vehicle

Councillors may claim 50% of the prevailing rate for mileage reimbursement for travel in excess of 120 kilometres when the one-way distance by road to the travel destination is in excess of 60 kilometres from Surrey City Hall.

Road tolls and parking costs may also be claimed.

3.3 Travel by City-Owned or City-Leased Vehicle

Travellers authorized to travel outside of Surrey by City-owned or City-leased vehicle may, subject to Section 3.1, claim any actual out-of-pocket vehicle expenses incurred, including gas, oil, repair and towing costs, road tolls, and parking costs.

3.4 Travelling as a Group by Vehicle

If two or more travellers travel together in the same vehicle, only the traveller who incurs the expenses of operating the vehicle may claim the vehicle costs or the mileage allowance.

3.5 Class of Air Travel

- (i) The traveller must book a reasonable mode of air travel that can include the cost of the airfare, seat selection and checked bags.
- (ii) For flights exceeding nine hours, the traveller may book business class.
- (iii) Benefits from any promotional offers are to be passed on to the City whenever possible.

3.6 Air Porter, Taxi, and Parking

- (i) Air Porter or taxi fares to and from the airport/transportation terminal may be claimed.
- (ii) Travellers wishing to drive a vehicle to the transportation terminal and then park the vehicle for the duration of the trip may claim the cost of mileage and parking. These costs must be reasonable compared to the cost of taxi ground transportation from their home to the terminal, plus return.

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3.7 Rental Vehicles

(i) Class of Vehicle

Compact, economical cars must be used unless ~~3~~ three or more persons are travelling together, in which case a larger mid-size vehicle will be permitted.

(ii) Insurance

It is the responsibility of the traveller to ensure that insurance coverage (limits and deductibles) is adequate. Contact the City of Surrey Risk Manager for advice.

3.8 Travel Insurance and Passports

(i) Cancellation Insurance

The City does not reimburse ~~for~~ cancellation insurance.

(ii) Medical Insurance and Vaccinations

For any travel outside of Canada, the traveller may claim the cost of additional medical insurance and the cost of vaccinations.

(iii) Passports

For any travel outside of North America, the traveller may claim the cost of obtaining a passport.

3.9 Combining Business Travel with Personal Travel

Travellers wishing to combine a business trip with personal travel may do so at their own expense. The traveller will be required to pay any additional living and accommodation expenses that are not associated with ~~the~~ business travel.

The City's portion of the air fare shall be the lower of:

(i) the actual combined fare; or

(ii) the cost of a direct, return flight to/from the business destination based on the lowest fare available on the date of booking that includes seat selection and one checked bag.

3.10 Spousal or Partner Travel

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- (i) Spousal or partner travel will not be paid by the City, unless the traveller is sight or physically handicapped and requires personal assistance to travel on City business. Prior approval of Council is required. The spouse or partner will be entitled to claim ~~for~~ the same expenses and allowances as the travelling companion.
- (ii) The City may prepay a registration fee or some other expense on behalf of a spouse or travel partner, provided that the City will be reimbursed for this expense within ten calendar days of return from travel. The spouse or travel partner must also reimburse the City for any non-attendance by the spouse or travel partner.

SECTION 4: ACCOMMODATION, MISCELLANEOUS REIMBURSABLE EXPENSES AND PER DIEM ALLOWANCE

4.1 Class of Accommodation

- (i) Whenever possible, accommodation costs should not exceed the cost of a standard room, double occupancy.
- (ii) Travellers should book reputable accommodation close to the business or conference location at the lowest rate available to the City.
- (iii) An allowance of \$~~5060~~.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.

4.2 Telephone Calls and Miscellaneous Business Services and Supplies

Business telephone calls may be claimed provided the party called has been identified. Office services and supplies required to complete City business (including fax, wifi, courier, postage, and business machine rental) may be claimed.

4.3 Cleaning Expenses

Costs incurred for cleaning clothing during a trip may be claimed.

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4.4 Registration Fees and Business Meals

- (i) Conference, convention, training, and course registration fees may be claimed.
- (ii) When no overnight travel is involved and it is not practical to obtain a receipt, a meal cost may be claimed based on the prorated per diem allowance amount (see Section 4.6).
- (iii) Business meal costs claimed using receipts may not exceed 125% of the total prorated per diem meal entitlement, and the claim **may not include alcoholic beverages**.
- (iv) When guests' meal costs are included in a business meal expense claim, the guests must be identified. The same limits and restrictions apply to guests' meal costs, but receipts may be averaged to determine a cost per person.

4.5 Full Day Per Diem Allowance for Overnight Travel (Receipts not Required)

<u>Within Canada</u>	<u>Within USA</u>	<u>Other Countries</u>
\$90 120.00	\$90 120.00 US	Equivalent to \$90 120.00 US (receipts required)

4.6 Partial Day Per Diem Allowance

- (i) For prorating the per diem, the following breakdown applies:

	<u>No Receipts</u>	<u>With Receipts</u>
Breakfast	\$15 20.00	\$20 30.00
Lunch	20 30.00	25 40.00
Dinner	40 50.00	50 60.00
Incidentals	15 20.00	20 30.00
Total	\$90120.00	\$115160.00

4.7 Expenses Covered by the Full Day Per Diem Allowance

- (i) Meals, beverages, gratuities, and taxes (Note: Gratuities are not to exceed 15%).
- (ii) Taxi (other than to/from transportation terminals, or conference/business centres as these expenses are covered under Section 3.6).

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- (iii) Parking (other than at transportation terminals, conference/business centres, or accommodation site as these expenses are covered under Section 3.6).
 - (iv) Telephone (other than City business calls).
 - (v) Nominal promotion and other business related expenses.
 - (vi) Incidental expenditures for which a receipt would not normally be obtained.
 - (vii) All personal supplies.

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