



Corporate Report

NO: R297

COUNCIL DATE: December 6,

2004

REGULAR

TO: Mayor & Council DATE: November 29,
2004

FROM: General Manager, Finance, FILE: 1800-00
Technology & HR

SUBJECT: Expense Policy for Employees and Other
Authorized Persons

RECOMMENDATION

That Council approve the following:

- a) Increase the full-day 'Per-Diem Allowance' as outlined in the 'Expense Policy for Employees and Other Authorized Persons' to \$80.00 (\$95.00 with receipts), and
- b) Amend the 'Prorated Per-Diem Allowance' for partial day claims as outlined in this report.

INTENT

To update the 'Expense Policy for Employees and Other Authorized Persons' to reflect the increased costs of expenses while travelling on City business.

BACKGROUND

Council adopted the 'Expense Policy for Employees and Other Authorized Persons' February 27, 1995. The Policy is intended to outline the procedures for claiming expenses while travelling on City business. The Policy is fair, equitable and easy to follow. The Policy allows for a 'Per-Diem Allowance' for meals and incidental expenses. The amount of this allowance has not been updated since 1995.

DISCUSSION

Section 4 of the 'Expense Policy for Employees and Other Authorized Persons' outlines the maximum 'Per-Diem Allowance' that may be claimed by an individual travelling on City business. The current maximum full-day 'Per-Diem Allowance' permitted is \$75.00 (Section 4.5). When travelling outside of Canada this allowance may be claimed in US Dollars.

The 'Prorated Per-Diem Allowance' for partial day claims is as follows (Section 4.6):

	<u>No Receipts</u>	<u>With Receipts</u>
<i>Breakfast</i>	\$10.00	\$12.50
<i>Lunch</i>	15.00	18.75
<i>Dinner</i>	35.00	43.75
<i>Incidentals</i>	15.00	15.00

Total	<u>\$75.00</u>	<u>\$90.00</u>
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Costs have increased over the last ten years and it is becoming increasingly difficult to manage these expenses within the limits outlined above. It is therefore recommended that the 'Per Diem Allowance' be increased and prorated for partial day claims as follows:

	<u>No Receipts</u>	<u>With Receipts</u>
Breakfast	\$12.00	\$14.00
Lunch	15.00	19.00
Dinner	35.00	44.00
Incidentals	18.00	18.00
Total	<u>\$80.00</u>	<u>\$95.00</u>

CONCLUSION

On February 27, 1995 Council adopted the 'Expense Policy for Employees and Other Authorized Persons'. The current maximum 'Per-Diem Allowance' that may be claimed by an individual is \$75.00. When travelling outside of Canada the 'allowance' may be claimed in US Dollars. Costs have increased over the last ten years and it is becoming increasingly difficult to manage expenses within this limit. It is therefore recommended that the 'Per-Diem Allowance' be increased to \$80.00 (\$95.00 with receipts) and that it be prorated for partial day claims as outlined above.

Vivienne Wilke, CGA
General Manager, Finance,
Technology & HR