



For this reimbursement to be treated as non-taxable, the claimant must submit regular detailed accounting of the actual trips taken and kilometres driven. These records are retained by the City and provided to CRA auditors as required.

Appendix A to this report details the recommended amendments to the Expense Policy. The amendments include an effective date for the amendments of January 1, 2009.

## CONCLUSION

Based on the above discussion, it is recommended that Council approve amendments, as detailed in Appendix A to this report, to "City Policy D-15 – Expense Policy for Council Members", to provide a per-kilometre vehicle reimbursement rate for Councillors' use of their personal vehicles for City-related business.

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Appendix A – Recommended Changes to City Policy D-15 – Expense Policy for Council Members

## APPENDIX A

### RECOMMENDED CHANGES TO CITY POLICY D-15 – EXPENSE POLICY FOR COUNCIL MEMBERS

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

##### Currently Reads:

2.1 (vii) Transportation costs within Surrey, other than for the vehicle provided for the use of the Mayor;

##### Recommended Change:

2.1 (vii) Transportation costs within Surrey, other than travel specifically outlined in Section 3.2;

#### **SECTION 3: TRANSPORTATION**

##### Currently Reads:

##### **3.2 Travel by Own Vehicle**

Travellers may, subject to Section 3.1, claim vehicle mileage for the distance travelled based on the City's prevailing rate for mileage reimbursement.

##### Recommended Change:

##### **3.2 Travel by Own Vehicle**

For the use of their personal vehicle for travel to and from meetings and events related to City business and subject to Section 3.1, Councillors may claim the City of Surrey per-kilometre vehicle reimbursement rate, which is based on the Canada Revenue Agency income tax regulations.