

<b>POLICY TITLE</b>  <b>TRAVEL AND TRAINING EXPENSES - MEMBERS OF COUNCIL</b>		<b>ADOPTED BY</b>  City Council	<b>POLICY NO.</b>  10.175
<b>ORIGIN/AUTHORITY</b>  City Council	<b>JURISDICTION</b>  City Council	<b>EFFECTIVE DATE</b>  January 1, 2005 Appendix A Amended February 14, 2014 Amended November 13, 2020	<b>PAGE #</b>  1 of 5

## 1. PURPOSE

To enable City Councillors to attend appropriate meetings, conferences, seminars and training sessions which will facilitate them in the performance of their duties.

## 2. POLICY

The City Manager will administer and process all travel and training for Councillors in accordance with this policy. The City Manager is entitled to seek further explanation or documentation of any expense statement submitted pursuant to this policy.

### 2.1 Common Travel and Training Budget

- a) Budgetary provision will be allocated for Council Members Common Travel and Training, such amount to be determined annually through the budget process. Each member of Council shall be entitled to utilize up to a maximum of \$1,800 per annum unless alternate arrangements for allocation sharing are made with other Members of Council.
- b) Council Members are entitled to use this fund in order to attend or participate in any board, committee or other type of meeting of Municipalities of Saskatchewan (formerly SUMA) or the FCM, where the Council Member is a director or has been appointed by City Council as Council's representative on a particular committee or task force.
- c) Council Members are entitled to use this fund to attend or participate in annual conferences, training or board meetings of any organization on which he or she sits as an official representative of the City of Yorkton, or conferences where the City of Yorkton is entitled to voting delegates through its membership (e.g. Yellowhead Highway Association).
- d) Council Members are entitled to use this fund to attend or participate or facilitate training that pertains to municipal leadership development.
- e) Council Members wishing to access this fund must, if possible, submit travel plans to the City Manager by November 1 of each year for the succeeding year's budget. The annual travel plan and any additional requests from this budget will be approved by the Mayor.
- f) No spousal expenses will be paid.
- g) Out-of-town events attended by a Council Member on behalf of the Mayor will be covered under the Mayor's expenses.
- h) The amount of this budget will be pro-rated during an election year in order to ensure sufficient funds remain for newly-elected Council Members.
- i) Where the funds are used for travel, Council Members will follow the guidelines set out in this policy, and will be reimbursed in accordance with this policy. The City Manager will ensure that travel and expenses are reimbursed in accordance with this policy.

### 2.2 Other Allowable Expenses

- a) Each member of Council will receive an IPAD or tablet device at the beginning of their 4-year term which will allow them to receive electronic copies of the Council package. The City will provide training on how to retrieve Council packages and email. Security features are in place and Council is to advise IT immediately if lost.

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- b) Any devices assigned to City Council will only be done so in accordance with the Mobile Device Guidelines Policy No. 20.130.

### 3. PROCEDURES

Council's Executive Assistant may make all travel arrangements, including airfare, hotel reservations, registrations, etc. The Council Member may use his or her personal credit card, however, the City of Yorkton's corporate credit card may also be used to book airfare, car rentals and accommodation.

#### 3.1 Authorization

Travel by Council Members within the Province on City business shall require authorization of the Mayor in order to claim expenses. Travel by Council Members out of the Province while on City business requires authorization by resolution of Council in order to claim expenses.

Travel Expense Claim Forms must be submitted within 14 days of return, accompanied by original receipts <see attached Appendix A>. If there are monies owing to the City, these must be reimbursed within 30 days, or the outstanding amount will be deducted from the next paycheque. No claims will be refunded until all monies owing to the City have been received.

Within 14 days of return, the Council Member shall prepare an Executive Summary Report highlighting the conference or training opportunity and shall submit a copy of same to the Director of Legislation & Procedures (City Clerk) for circulation in the Council Information Packages.

#### 3.2 Per Diem:

Councillors attending contract negotiations or meetings taking the better part of a day and directly related to the affairs of the City of Yorkton shall be entitled to claim \$150.00 per day. The Mayor shall not be entitled to claim per diems.

#### 3.3 Accommodation

The best government, corporate or conference rate will be requested when reserving rooms. Only the single room rate will be paid by the City. The original hotel bill must be provided with the expense statement. Any personal charges on hotel bills will be deducted prior to submission for reimbursement. For Council Members who wish to stay with friends or family, an allowance of \$45.00 for each night is allowed.

#### 3.4 Meals and Miscellaneous Expenses

Council Members will be reimbursed for actual and reasonable expenses for meals and miscellaneous expenses up to the following maximum:

	<u>Allowance</u>
Breakfast	\$10.00
Lunch	\$15.00
Supper	\$25.00
Total	\$50.00/day

\* Please note that if you leave at 8:00 a.m. or later, or are home by 5:00 p.m., or if your course provides any meals, then meal allowances cannot be claimed.

Any meal reimbursement over and above the allowable amount must be supported by a receipt with a reasonable explanation. Meals reimbursements are only for any meals not provided at the meeting or conference.

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The miscellaneous expenses claim of \$10.00 (maximum) is allowed only for those days requiring an overnight stay. It is intended to cover miscellaneous out-of-pocket costs such as telephone calls, tips, etc. Any expenses over and above this rate will be reimbursed if reasonable.

Examples of reasonable expenses include up to two personal long distance phone calls (one upon arrival and one upon departure).

### 3.5 Transportation

A Council Member may choose his or her own means of travel, keeping in mind the most direct economical route. Council Members are encouraged to car-pool whenever possible. If a Council Member chooses to drive his or her own private vehicle, expenses will be reimbursed as follows:

In-Province Travel - In accordance with Policy 20.110, "Travel Allowance Policy".

Out-of-Province Travel - An allowance equal to the equivalent return economy airfare, plus any other costs such as airport limousines which would be incurred if the Council Member traveled by air.

Car rentals may be used where it is more cost effective than the use of taxis, limousine services, etc.

A Council Member will be reimbursed for actual and reasonable costs incurred for taxis, airport limousines or equivalent, for transportation between home or workplace and the designated airport or rail or bus station required for his or her travel. A Council Member will also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business at the destination.

### 3.6 Expense Reports

The City Manager will, on an annual basis, prepare a report listing:

- a) the total cost of Council Members travel and training from the Council Travel and Training Budget; along with a
- b) total cost allocated for each Council Member individual travel and training.

Upon approval of the Council Member, the report will be submitted as information to a City Council meeting.

If a request for detailed information regarding Council Members travel expenses is made pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act*, the Director of Legislation & Procedures (City Clerk) will advise the affected Council Member.

## 4. RESPONSIBILITIES

- 4.1 The City Manager is responsible for administering this policy as outlined above and for recommending updates to this policy as necessary.
- 4.2 Council Members are responsible for providing the necessary information to the City Manager and for following the guidelines as noted in Sections 2 and 3 above
- 4.3 City Council is responsible for approving amendments to this policy.

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## Appendix A



TODAY'S DATE:

### COUNCIL EXPENSE ACCOUNT CLAIM FORM

NAME:

#### EVENT DETAILS

Dates of Event:		TOTAL COST:	\$0.00
Location:			
Reason:			

#### TRAVEL DETAILS

				TOTAL COST
CAR ALLOWANCE:	# of Days	Amount / Day		
<i>*Only if using personal vehicle</i>	0.00	\$65.00		\$0.00
	# of Km	Amount / Km		
Mileage <i>*If using personal vehicle</i>	0.00	\$0.20		\$0.00
Cost of Fuel: - Receipt attached when using rental car				\$0.00
<i>Note: Expenses related to rental car services are to be submitted to the Executive Assistant to Mayor/City Manager</i>				
Other Transportation Expenses (Taxi, Parking fees) <i>* attach receipts</i>				\$0.00

MEALS:	Dates	# of Days	Allowance / Meal	
- Breakfast		0	\$10.00	\$0.00
- Lunch		0	\$15.00	\$0.00
- Dinner		0	\$25.00	\$0.00

#### ACCOMMODATIONS: *\*attach receipts*

PRIVATE ACCOMMODATIONS:	Date(s)	# of Nights	Allowance / Night	
		0	\$45.00	\$0.00
		# of Days	Allowance / Meal	
Miscellaneous Allowance: Maximum \$10.00/day <i>*includes telephone calls, tips, etc.</i>		0	\$10.00	\$0.00
Sub-Total (TRAVEL)	G.L. # 920-101-305			\$0.00

#### PER DIEM

PER DIEM	# of Days	Amount / Day	
	0.00	\$150.00	\$0.00
Sub-Total (PER DIEM)	G.L. # 920-101-101		\$0.00

#### TOTAL AMOUNT OF CLAIM

	\$0.00
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Fiscal Year:

#### AUTHORIZATIONS

CLAIMANT:		
	Typed Name	Signature

*I hereby authorize the City of Yorkton to pay amounts owing to me personally by Electronic Funds Transfer to my bank account as currently on file with the Human Resources Department*

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<b>APPROVAL</b>		
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*Typed Name*

*Signature*

*Pursuant to Section 25 of The Local Authority Freedom of Information and Protection of Privacy Act a local authority collecting personal information from an individual shall inform the individual of the purpose for which the information is being collected.*

*The information you are providing is secure and confidential, and is required for creation and management of your account with the City of Yorkton. The information provided will only be used for the administration of your account.*

FOR ACCOUNTS PAYABLE DEPARTMENT USE ONLY		SUPPLIER CODE:			
		Net Expense (Excel Tax)	GST	PST	DMF
Mileage	\$0.00	\$0.00	\$0.00	n/a	n/a
Meals	\$0.00	\$0.00	\$0.00	\$0.00	n/a
Hotel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Private Accommodation	\$0.00	\$0.00	\$0.00	n/a	n/a
Miscellaneous Charges	\$0.00	\$0.00	\$0.00	\$0.00	n/a