
City of Kelowna

MEMORANDUM

DATE: February 11, 2004
FILE: 1800-00
TO: City Manager
FROM: Director of Financial Services
RE: COUNCIL POLICY 164 TRAVEL EXPENSES
PREPARED BY: Financial Accounting and Systems Manager

RECOMMENDATION:

THAT Council approve an amendment to Council Policy 164, Travel Expenses, to reflect changes in travel expense payment options, flight booking privileges and references to Human Resource administrative policies.

BACKGROUND:

An amendment to the current policy is necessary to reflect updates made in the administrative Human Resource policies and changes made to the methods of payment options for travel costs as well as booking of airfares.

More flexible payment options are now available to employees when traveling on pre-approved city business. Many conferences and hotels and car rental agencies allow for online booking of events and reservations. Allowing staff to use their corporate procurement card to reserve and pay for these services will reduce the requirements for advances and streamline administrative efforts now experienced. Meals and per diem related costs will continue to be paid directly by the employee and reimbursed through the established approval process.

Flexibility in the booking of Airline tickets online personally or through designates will allow staff to confirm flights sooner taking advantage of fare reductions and avoiding travel agent commissions on common flights.

The provision for the City to pay pre-approved incremental costs related to a spouse traveling with an employee has been removed from the policy. No requests for spousal travel expense reimbursement have been received in at least ten years.

P. Macklem

cc. Financial Accounting and Systems Manager