
City of Kelowna

MEMORANDUM

DATE: September 23, 2004
FILE: 1800-00
TO: City Manager
FROM: Director of Financial Services
RE: Policy 164 Travel Expenses – Employee and Officers

PREPARED BY: Financial Accounting & Systems Manager

RECOMMENDATION:

To amend Council Policy 164 - Travel Expenses, Officers and Employees, by increasing the per kilometer rate to \$0.45 per kilometer, consistent with Policy 253;

To add an accommodation allowance of \$50.00 per night to persons traveling on approved City business travel, who stay with friends or relatives in lieu of a hotel.

BACKGROUND:

Policy 164 includes the personal vehicle use allowance rates for travel related activities. In order to align the rates approved in Policy 253, staff are recommending increasing the approved per kilometer rate to \$0.45. Travel, by personal vehicle, is approved only where no city vehicle is available.

On many occasions staff travel within communities where they stay with friends or family and save the organization the cost of accommodation. Where there are no incremental costs associated with the stay (i.e. additional taxi fares, mileage) the employee, officer or councillor will be eligible for an accommodation allowance of \$50.00 per night. If incremental costs are incurred, the allowance is reduced by the amount of the additional costs.

Paul Macklem