

To: Electoral Area Services Committee  
From: Paul Gipps, Chief Administrative Officer

Date: 2018-01-10

**Subject: Proposed Amendment to FVRD Travel and Other Expenses Policy**

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## RECOMMENDATION

**THAT** the Fraser Valley Regional District Board adopt the amended draft Travel and Other Expense Policy.

## BACKGROUND

As part of our year end procedures staff review policies that may be affected by changes in legislation, decisions by the board or requests from directors. This review has identified the Travel and Other Expense Policy requires some changes.

Specifically the following changes are presented for consideration:

- 1) Mileage reimbursement while on FVRD business to be set at the rate as determined by CRA (Canada Revenue Agency) rather than a specific number. This will reduce the need to update this part of the policy as determined by the Federal Government
- 2) Eliminate the need for Directors to identify claim numbers on their claims. This hasn't been done by the Directors for some time as staff generally does this as part of their process of reimbursement
- 3) Change the frequency by which claims may be submitted. Currently monthly claims are identified in the policy however some claims for mileage are ongoing and this will allow flexibility for the directors to submit their claims in a reasonable time frame and not be in conflict with the Policy.
- 4) Provide an option for Directors to take a per diem while on conference or FVRD business. Some Directors do not want to participate in meals offered at conferences and as such they want the option of sourcing their own nutritional needs. This could result in a savings to the service area as quite often the meals at conferences are very expensive.

- 5) Eliminate requiring receipts for nutritional expenses when per diems are chosen.
- 6) Change the Per Diem amount for representation at a Treaty Table from \$150 to \$200.

**COMMENT BY:**

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported