

DATE OF MEETING MAY 15, 2019

AUTHORED BY LAURA MERCER, ACTING DIRECTOR, FINANCIAL SERVICES

SUBJECT TRAVEL GUIDELINES POLICY UPDATE

OVERVIEW

Purpose of Report

To advise the Finance and Audit Committee of the revised Finance Policy 2.3-2 Travel Expense Policy.

Recommendation

That the report titled "Travel Guidelines Policy Update" dated 2019-MAY-15 be received for information.

DISCUSSION

The Finance department has been undergoing a review of policies and updating them where necessary. The Travel Expense Policy (formerly named Travel Guidelines) has been updated to include a detailed description of each allowable travel expense. The policy was last updated in May 2007 and it was lacking detailed descriptions about each type of allowable expenditure.

The purpose of the Travel Expense Policy is to provide employees of the City of Nanaimo with specific guidelines covering travel for City business including performing job duties, attending conferences, conventions, training, workshops, and meetings within and beyond the City boundaries.

SUMMARY POINTS

- The policy was last updated in May 2007.
- Updated policy included a detailed description of each allowable travel expense
- The purpose of the policy is to provide employees with specific guidelines covering travel for City business.

ATTACHMENTS

Attachment A: 2.3-2 Travel Expense Policy Updated Version

Attachment B: 2.3-2 Travel Guidelines Current Version

Submitted by:

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Acting Director, Financial Services