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<b>Policy Title:</b>	<b>Councillors' Expenses- Out of Town Travel Policy</b>
<b>Policy Number:</b>	<b>PAC007</b>
<b>Report Number:</b>	<b>AOC05-87, NM2003-11, APA2004-53, NM2005-32, PFC2013-0645</b>
<b>Approved by:</b>	<b>PFC (Formerly PAC and APAC)</b>
<b>Effective Date:</b>	<b>2003 October 28 and amended 2005 September 26, 2006 March 13, 2013 September 16.</b>
<b>Business Unit:</b>	<b>Office of the Councillors</b>

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### **PURPOSE**

1. The purpose of the policy is to ensure that there are established procedures in place for Departments to request the approval of CCCO for proposed travel by Councillors at the expense of their Departmental budget prior to booking the travel; and
2. Guidelines are provided for Councillors when traveling at the expense of the Office of the Councillors budget.

### **POLICY**

Councillors are required to advise the Coordinating Committee of the Councillors Office (CCCO) of all travel by themselves paid for wholly, or in part by The City of Calgary, and in those circumstances where travel is paid for by other than the Office of the Councillors, that the source of the funds be identified. (NM2003-11, Travel Requests, approved by Council 2003 February 24).

That the CCCO recommend to Council that it directs Departments to advise the CCCO of proposed travel by Councillors at the expense of their Departmental Budget. (NM2005-32 approved by Council 2005 September 26).

The travel budget of the Office of the Councillors is comprised of two types of funds:

- a. Funding for travel by Councillors at the expense of the Office of the Councillors in accordance with decisions of Council.
- b. Funds budgeted by Councillors for travel from their Ward Based Budget Package for business trips on their own initiative.

The Manager, Office of the Councillors, will report in February each year to the Program Manager on the travel expensed to the budget of the Office of the Councillors for each Councillor for each funding type in the calendar year just ended.



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**TRAVEL EXPENDITURE AUTHORIZATION FOR TRAVEL AT THE EXPENSE OF THE OFFICE OF THE COUNCILLORS**

Councillors may travel at the expense of the Office of the Councillors budget only when the following conditions are met;

- a. Where Council has directed that travel of Councillors to a specific event be charged to the Office of the Councillors budget.
- b. Where funds have been set aside in the Office of the Councillors budget for specific events; the names of Councillors traveling as City representatives to be determined latter. (I.E. Grey Cup, Quebec Carnival).
- c. Travel to attend Quebec Carnival is not to exceed four nights per representative without the prior approval of the CCCO and travel to attend Grey Cup is not to exceed five nights per representative without the prior approval of the CCCO.

**TRAVEL EXPENSES OF COUNCILLORS FROM THE TRAVEL PORTION OF THEIR WARD BASED BUDGET PACKAGE**

The Budgeting and Accounting - Office of the Councillors Policy governs the Ward Based Budget Package component of the travel budget of the Office of the Councillors. In accordance with the Budgeting and Accounting - Office of the Councillors Policy:

- a. each year, each ward will receive an equal allocation as approved by Council as part of the Office of the Councillors Legislative Budget which amount is referred to as the 'Ward Based Budget Package',
- b. each Councillor will have an account for business travel expenses which amount is the funding for this section of this policy,
- c. each Councillor may budget to a maximum of \$10,000 per year for travel from their Ward Based Budget Package,
- d. If, in a given year, a Councillor does not submit a budget, the default amount of the travel expense budget as approved by CCCO as part of the Ward Based Budget Package will be the amount of the travel expense budget for that ward for the year,
- e. In the year of a general municipal election, the incumbent Councillors shall only be authorized to expend funds for that portion of the year they are in office,



- f. The travel must be clearly related to City business or municipal government and it is the responsibility of the Councillor to clearly establish this relationship.

In addition, the following conditions also apply:

- All charges to ward travel accounts require the authorization of the Program Manager or other member of CCCO. Decisions of the Program Manager hereunder may be appealed by the affected Councillor to the Coordinating Committee of the Councillors Office. Decisions of the CCCO hereunder may be further appealed by the affected Councillor to Priorities and Finance Committee.
- Proof of expense required. For hosting expenses, Councillors are required to provide the name of the party hosted; the Councillor is to initial the receipt. (Council 2006 March 13).

## **REIMBURSEMENT**

Reimbursement for expenses shall be as follows:

### **a. Personal Expense Report:**

- i) Personal expenses are claimed on an Expense Report, Form X76. For personal expense claims under \$100.00, Form X91, Request for Reimbursement from Petty Cash, may be used. Individual expense accounts will be checked and approved by the Chairman, Vice-Chairman or any other member of the Coordinating Committee of the Councillors Office.
- ii) Personal Expense Reports are forwarded to Accounts Payable, Finance Department. Accounts Payable is responsible for auditing all Personal Expense Reports to ensure that proper authorization is obtained and back-up documentation is adequate.
- iii) Discrepancies will be reported back to the Program Manager.

### **b. Corporate Credit Card**

Corporate Credit Cards are available for Councillors for personal expenses. Use of Corporate Credit Cards provides a convenient means by which personal expenses of Councillors can be charged directly to their ward account. For more information and to apply for a Corporate Credit Card, Councillors can contact the Manager, Office of the Councillors.



**c. Allowances for Personal Expenses**

**i) Travel**

- Personal car - see Section 4(c) below
- Rail, bus and air fares (receipts are required)
  - Economy fare is normal, unless unavailable.
  - When non-scheduled aircraft are used on City business, arrangements are made through the Purchasing and Stores Department.
- Taxi fares (receipt required in excess of \$5.00)
  - On trips of a short duration, personal cars should be used to the airport. Mileage and parking fees will be paid by The City.
  - On trips of longer duration, taxis may be used.

**ii) Room Accommodation (Receipts Required)**

- "The City of Calgary" should appear on the hotel registration.
- When making reservations, advise that The City has a government or corporate rate. Obtain the corporate or government discount, if available.  
***Note:** If the individual is accompanied by a spouse, only single room rate is allowed.*

**iii) Personal Meals**

- Maximum of \$125.00 per day including gratuities, receipts required

**iv) Alcohol**

- Alcohol expenses for business meetings can only be permitted with City funds in the event a meeting meets all of the following criteria:
  - The meeting involves third parties (i.e. non-City), external agencies or organizations; and
  - Alcohol consumption is reasonable.



- No alcohol expense will be paid by City funds for any meeting that is attended only by Councillors. Any alcohol consumed will be at the attendees' own expense, cannot be claimed as an eligible expense and will not be reimbursed.
- Notwithstanding these policies, Councillors may continue to host appreciation events that include alcohol for volunteers and/or members of the public service and the Mayor may continue to host similar events for all Councillors.
- An alleged breach of these alcohol expense policies will be considered an alleged breach of the Ethical Conduct Policy for Members of Council (CC042).

**v) Miscellaneous Expenses**

- Guest meals and other hosting, with an explanation of nature of business and who attended. Guest meals and hosting expenses may not exceed an amount equal to \$100.00 times the number of days of the trip per attendee.
- Foreign money exchange charges with receipts.
- Registration fees for conferences, conventions, seminars and courses.
- Gratuities.
- U-Drives. Contract should be attached to the Expense Report and should be in the name of both The City of Calgary and the Councillor. Collision Damage Waiver must be insured against in the contract, and considered as part of the lease contract when claiming expenses.
- Trip cancellation insurance is warranted only if the trip is booked well enough in advance to take advantage of any fare discount.
- Other expenses, as appropriate.

**d. Use of Personal Automobile**

- i) Councillors travelling outside Calgary on authorized trips on City business may use their personal automobile for transportation and can claim the standard per kilometre rate for travel in excess of a



100km radius from city centre.

- ii) In no case, will monies paid for use of a personal automobile exceed air fare and airport taxi service.

**i) Personal Expense Report**

- A Councillor must submit a Personal Expense Report within 14 days of return.
- When the Report is not submitted within 14 days, the amount of the advance will be deducted from the next pay cheque.

***Note:** Reports should be submitted in duplicate to Accounts Payable Section, Finance Department.*

**ii) Refunds**

- The City will not refund or require a refund for amount of \$2.00 or less.

**PROCEDURE**

Proposed travel by Councillors at the expense of their Departmental budget will be considered by the CCCO as requested under these policy guidelines.

**AMENDMENTS**

<b>Date of Council Decision</b>	<b>Report / Bylaw</b>	<b>Description</b>
2015 February 09	PFC2015-0077	To provide guidance on alcohol use as follows: 1. To not allow the expensing of alcohol for meals incorporating the direction from Revised NM2014-37, Workplace Alcohol and Business Expenses for City of Calgary Elected Officials (Councillor Colley-Urquhart), including travel meals.
2013 October 21	Bylaw 40M2011	Discontinue the use of the title "Alderman" in favour of the title "Councillor"
2012 September 16		
2006 March 13		



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2005 September 26	NM2005-32	That the AOCC recommend to Council that it directs Departments to advise the AOCC of proposed travel by a Councillor at the expense of their Department Budget.
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