

Approval date: August 6, 2019

Resolution No. 357/2019

Subject: Meal and Travel Reimbursement Rates

Goal

To set the meal and travel rate of reimbursement for City staff for expenses incurred while representing the municipality beyond its boundaries.

Policy

- Meals (not alcohol), when not part of the conference or course fee, may be claimed at the following rates:

	Zone A	Zone B	Zone C	Zone D
Breakfast:	\$20	\$20	\$15	\$15
Lunch:	\$30	\$30	\$25	\$20
Dinner:	\$41	\$51	\$36	\$31
Daily Allowance:	\$91	\$101	\$76	\$66

Zone A – Vancouver Island

Zone B – Lower Mainland (includes Whistler and meals outside of BC and Canada)

Zone C – Okanagan & Thompson Valleys

Zone D – All other BC

2. Expenses shall be provided for in the City budget and include the following types of expenses reimbursed at actual cost, supported by receipts:

- i) economy rate air fare;
- ii) conference and convention registration fees;
- iii) taxi fare, car rental, public transit or car parking;
- iv) accommodation;
- v) private accommodation at \$15 per day; and
- vi) incidental expenses.

3. City staff using their personal vehicle for travel outside the City shall be reimbursed at the per kilometer allowance recommended by the Canada Revenue Agency.

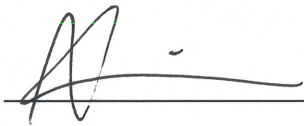
4. Travel must be undertaken in the most cost effective manner, and where economy airfare is less than kilometer allowance, City staff shall only be entitled to payment of the economy airfare rate in lieu of the kilometer allowance.

Replaces:

Meal Expense Policy – January 21, 2002

Vehicle Mileage Rate Policy – June 7, 2004

Certified Correct



Angie Collison, Corporate Officer