



# REPORT

To: Chair and Directors

Report Number: FN-BRD-213

From: Kari Barber, Financial Services Manager

Date: April 20, 2023

**Subject: Employee Travel and Expense Reimbursement Policy Amendment**

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## **RECOMMENDATION: *[Corporate Unweighted]***

That the Regional Board adopt the amended Employee Travel and Expense Reimbursement Policy, which adds an out of region travel per diem meal rate for staff in alignment with the Regional Boards out of region travel per diem rate.

## **BACKGROUND/RATIONALE:**

The Employee Travel and Expense Reimbursement policy adopted by the Regional Board on September 21, 2017, to ensure that common standardized processes and practices were adhered to by all staff when travelling and submitting expense claims for reimbursement. The Policy includes meal rates for staff; \$20 for breakfast, \$25 for lunch, and \$35 for dinner, for a total of \$80 per day. [Remuneration and Expense Bylaw No. 2354, 2019](#), has the same per diem rates for in region travel, and also includes a per diem rate of \$125 for out of region travel for the Regional Board. The intent of the proposed amendment is to align the travel per diem rates provided to staff with that of the Regional Board when out of region.

The amended policy is attached to this report with additions highlighted in **yellow**, and deletions indicated with a ~~strike through~~. A “clean” copy of the proposed policy as amended is also attached for reference.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

Not Applicable to Strategic Plan

## **FINANCIAL CONSIDERATION(S):**

The amended policy will increase the cost for staff travelling out of the region for Regional District business by \$45 per day.

Currently staff receive \$80 per day out of region and Directors of the Regional Board receive \$125 per day.

## **COMMUNICATIONS CONSIDERATION(S):**

If approved, the Policy will be distributed to staff through internal methods of communication.

**OTHER CONSIDERATION(S):**

The Collective Agreement sets out the Meal Allowance for Unionized Staff.

Attachments:

1. Employee Travel and Expense Reimbursement Policy (amended, showing markup)
2. Draft Revised Employee Travel and Expense Reimbursement Policy (clean copy)