



BOARD REPORT

TO: Chair and Directors

File No: Policy F-14

SUBJECT: CSRD Policy F-14 Travel and Expense Reimbursement

DESCRIPTION: Report from Sheena Haines, Deputy Treasurer, Financial Services, dated May 5, 2022. Policy amendment for consideration by the Board.

RECOMMENDATION: THAT: the Board endorse Policy No. F-14 "Travel and Expense Reimbursement" and approve its inclusion into the CSRD Policy manual, this 19th day of May, 2022.

SHORT SUMMARY:

Policy F-14 "Travel and Expense Reimbursement" is to be reviewed on a periodic basis. A draft amended policy is attached for Board consideration.

VOTING:	Unweighted Corporate	<input type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input checked="" type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

The current Policy F-14 "Travel and Expense Reimbursement" has not been amended since August 2014. Staff has reviewed the policy and is recommending several updates.

The current Policy does not speak to authorization for Chief Administrative Officer (CAO) travel and expense reimbursement. To ensure that all CSRD expenses are reviewed and authorized appropriately, the amended policy specifies that all CAO expenses are to be approved by the Board Chair.

The current policy does also not include any measure to reflect annual increases in cost of living. Staff are proposing that the fixed costs in the Policy (meal per diems and accommodation allowance in lieu of hotel) be adjusted annually by the BC Consumer Price Index (all items).

Other amendments to the policy include a small increase to the Zone 2 Dinner Per Diem (increase from \$45 to \$50) and allowable tip percentage (increase from 15% to 18%), both of which more accurately reflect current industry standards; as well as the addition of a section to identify eligible and ineligible registration fees, as this is not addressed in the current policy.

POLICY:

Staff have reviewed the current policy on a periodic basis however it was last amended in August 2014.

FINANCIAL:

The financial impacts of the increased tip percentage and Zone 2 Dinner per diem are minimal and are within the current Five Year Financial Plan. The annual CPI increase is recommended to be implemented in 2023, and will be factored into future budgeting processes.

IMPLEMENTATION:

The amended policy will be included in the CSRD Policy manual once approved by the Board.

COMMUNICATIONS:

The amended policy will be posted to the CSRD website.

DESIRED OUTCOMES:

That the Board approve Policy F-14 'Travel and Expense Reimbursement'.

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2022-05-19_FIN_Policy F-14 Update.docx
Attachments:	- Policy F-14 Travel and Expense Reimbursement May 2022.pdf
Final Approval Date:	May 6, 2022

This report and all of its attachments were approved and signed as outlined below:



Jennifer Sham



Jodi Pierce