

# Municipality of East Ferris

## Report to Council

Report No.: CAO-2024-01

Date: December 10, 2024

Originator: Jason H. Trottier, CAO/Treasurer

Subject: Review of Municipal Travel Expense Policy

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### **RECOMMENDATION**

1. THAT Council for the Corporation of the Municipality of East Ferris approves the amended *Municipal Travel Expense Policy* attached as Appendix "A".
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### **BACKGROUND**

On August 13<sup>th</sup>, 2019, Council for the Corporation of the Municipality of East Ferris approved a *Municipal Travel Expense Policy*. The policy stipulates that the said policy would be reviewed, at a minimum, at the beginning of each term of Council. The policy has yet to be reviewed this term of Council.

Staff have reviewed the policy and are suggesting amendments to some wording as well as increases to the daily meal allowance rates.

Attached as Appendix "A" to this report is the current policy with amendments highlighted in 'red' using track changes.

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### **ANALYSIS/OPTIONS**

Option #1: Approve the amended *Municipal Travel Expense Policy* attached as Appendix "A".

Option #2: Status Quo - Do not approve the amended *Municipal Travel Expense Policy*.

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### **RECOMMENDATION**

THAT Council for the Corporation of the Municipality of East Ferris approves the amended *Municipal Travel Expense Policy* attached as Appendix "A".

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## **FINANCIAL IMPLICATIONS**

The amended policy includes an increase to the daily meal allowance rates. Municipal travel expenses are included in the annual budget based on projected attendance for training and other municipal business travel.

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Respectfully submitted,



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Jason H. Trottier, HBBA, MPA, CPA, CMA  
CAO/Treasurer