

SECTION: Administration
CHAPTER: Council Matters

SUBJECT: Travel Authorization

PURPOSE

To outline the procedures for authorizing members of Council, including the Mayor, (hereinafter referred to as "Council Members") to travel on City related business.

POLICY

(Motion #0365-93)

It is the policy of the City of Yellowknife that:

- 1) all City sponsor travel by Yellowknife City Council members, inclusive of the Mayor, be approved by formal resolution of Council either prior to commencement of the travel, or at the first regular Council meeting after commencement of the travel; and

(as amended by Motion #0373-02)

- 2) (a) All travel claims must be submitted with a detailed daily diary within three weeks of the Councillor's return from City sponsored travel.
- (b) Travel reports and claims are to be audited by the Mayor's Administrative Assistant and provided to the City Clerk for review by the appropriate Committee of Council.
- (c) If, after three weeks, such claims and/or reports are not received, the Mayor's Office shall advise the Councillor in writing, with a copy provided to the City Clerk.
- (d) If claims and/or reports remain outstanding after four weeks, notice will be provided to the City Clerk so that the Claimant's name can be added as an action item to the next regular Priorities, Policies and Budget committee agenda.
- (e) Travel claims and/or reports that remain outstanding in excess of six weeks will result in a suspension of future travel on behalf of the City until such time as the travel claim and/or report is tabled.

Date Issued: Dec./93

Issued: C. Callioux

Approved: D. Lagore

Revision Date: Oct/02

Revised by: C. Callioux/
D. Levert

Approved:

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APPLICATION

This policy shall apply to all Yellowknife Council Members.

PROCEDURE

Responsibility

Action

Mayor

1. Receive information with respect to meetings, conferences, courses, etc. which are of benefit to the City, and request a Council Member, to attend, at the City's expense;
2. Provide the above information to Council for discussion;
3. Advise the Senior Administrative Officer of the planned travel and the name of the Council Member who will be participating.

Senior Administrative
Officer

4. Prepare a memorandum for Council Members, providing details with respect to the proposed travel and related costs.

Council

5. Approve any City sponsored travel by formal resolution of Council, either prior to commencement of the travel or at the first regular Council meeting after commencement of the travel.

Executive Secretary
to the Mayor

6. Complete the necessary documents, as required by the Department of Finance;
7. Ensure travel arrangements are completed.

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- Council Member
8. As an official representative of the City of Yellowknife, attend the event and keep a daily diary of City business conducted and expenses incurred.
 9. Within three (3) weeks of returning from City sponsored travel, submit to the Financial, Legislative and Administrative Committee, a detailed expense claim and a daily diary detailing business conducted on behalf of the City.
 10. All Council Members, inclusive of the Mayor, shall provide a written report to Council, which identifies all travel taken in which the City or Member did not incur a portion of, or all of the expenses, if the travel was taken in the capacity of a Member of Council.
- Senior Administrative Officer
11. Report to an Aldermen's Briefing, any expense claims and reports which are six (6) weeks overdue.
- Council
12. Council may, by resolution, disallow all or any portion of an expense claim, if in the view of Council, the travel expenses claimed for were not incurred for purposes of City business or were not in the best interests of the City.

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