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~~C04-012~~


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**Revisions necessary as per e-mail from Marlys Bilanski - November 9, 2000.**

<b>POLICY TITLE</b> <i>Travel and Expenses - Conferences, Training/        Development Programs and Fact-Finding Missions</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>May 8, 1995</i>
<b>ORIGIN/AUTHORITY</b> <i>Personnel and Organization Committee Report No. 8-1991        and 2-1995</i>	<b>CITY FILE NO.</b> <i>1706-1</i>	<b>PAGE NUMBER</b> <i>1 of 4</i>

1. PURPOSE

To enable city employees to attend appropriate conferences, seminars and training sessions which will facilitate them in the performance of their duties.

2. DEFINITIONS

- 2.1 Conference - a gathering of any group called for the purpose of conducting business, making collegial contacts, exchanging ideas, etc. Does not have training and development as a primary function.
- 2.2 Fact-Finding Mission - a special trip to one or more other municipalities or jurisdiction for the purpose of gaining specific information about different technologies or procedures which might be applicable and cost effective for the City of Saskatoon.
- 2.3 Training - Seminars, workshops, lectures, apprenticeship training programs, or other programs which provide or enhance skills which have direct, immediate and specific application to the present or anticipated duties.
- 2.4 Development - Programs which provide or enhance skills which have broad application to the present duties of an employee or as they may relate to future or anticipated job duties in the Corporation.

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3. POLICY

Employees may attend Conferences and Training/Development Programs or take part in Fact-Finding Missions provided that:

- a) Proper authorization has been received;
- b) All expenditures relating to such activities have been approved in the applicable departmental budget(s);
- c) The applicable **Director** ~~Department Head~~ is able to substantiate the direct benefits to the Department and the Corporation by staff attendance or participation;
- d) Those attending "out-of-country" Conferences, Training/Development Programs or Fact-Finding Missions are able to demonstrate that such opportunities are not otherwise available at less cost in Canada;
- e) Other than in-province or except under special circumstances, only one employee from any department attends the same event;
- f) The employee submits a written report about the value obtained from the Conference, Training/Development Program or Fact-Finding Mission to ~~his/her~~ **their Director** ~~Department Head~~. Such report shall be available to the applicable **General Manager, or Chief Director** and/or City Manager ~~Commissioner~~ on request;
- g) The total expenses (including travel) associated with Conferences, Training/Development Programs by any single department does not exceed the amount budgeted for that Department. Exceptions require special prior approval as per Policy No. 03-001 "~~Budget Process~~". **as per the Multi-Year Business Plan and Budget Policy C03-036**

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3.1 Authorization

Travel costs and expenses associated with Conferences, Training/Development Programs and Fact-Finding Missions require the following authorizations:

- a) ~~Director-Department Head~~ - shall authorize travel costs and expenses of departmental employees.
- b) ~~General Manager or Chief-Appropriate-Director~~ - shall authorize travel costs and expenses of ~~Department Heads~~ **Directors** within their division.
- c) ~~City Commissioner~~ **Manager**- shall authorize travel costs and expenses of ~~General Managers or Chiefs~~ **divisional Directors**.
- d) Mayor - shall authorize travel costs and expenses of the City **Manager** ~~Commissioner~~.

3.2 Allowable Expenses

- a) Travel
  - i) Out-of-Province - actual costs equivalent to the least cost suitable option and not to exceed economy air fare. Receipts are required. If an employee uses ~~his/her~~ **their** own vehicle, the employee will be reimbursed in accordance with Policy No. A03-021.

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- ii) Within Province - employees are encouraged to seek an economical alternative to car travel whenever practical. Whenever possible, employees are to share transportation facilities (e.g. car). Expenses will be reimbursed at cost, except when an employee uses ~~his/her~~ **their** own vehicle for which the employee will be reimbursed in accordance with Policy No. A03-021.
  - iii) Local - as specified in Policy No. A03-021.
  - b) Accommodation  
Employees are encouraged to seek ~~accommodation at hotels which offer discounts.~~ **the most economical accommodations and will be reimbursed at actual costs. Receipts are required.**
  - c) Meals and Incidentals  
~~Actual and Reasonable per meal or per diem amounts, up to a maximum according to a schedule established by the Commissioner's Office~~ **as established by the Chief Financial Officer.**
  - d) Out-of-Country - 3.2 a)i), b) and c) are applicable for Out of Country travel. A copy of the applicable charges from a credit card statement is to be included to reimburse at the actual exchange rate paid. If a copy of the credit card statement is not included, an average Bank of Canada exchange rate that was in effect for the duration of the trip will be used. Meals and Incidentals as per 3.2 c) do not require currency conversion as these amounts are in Canadian dollars regardless of which country the travel occurred.
- 3.3 Claims  
Claims for expenses will be made according to procedures established by the ~~City Comptroller~~ **Director of Finance.**
4. RESPONSIBILITY
- 4.1 **Director of Finance - establish and update procedures for claims for conference, training/development programs and fact-finding mission reimbursement**
  - 4.2 ~~City Commissioner~~ **Chief Financial Officer** - responsible for the review, update, and evaluation of this policy.
  - 4.3 **Standing Policy Committee on Finance – recommend approval of this policy to City Council.**
  - 4.4 **City Council – approval of this policy and any updates.**