

ITEM 7
 MANAGER'S REPORT NO. 8
 COUNCIL MEETING 1978 01 30

Re: PER DIEM EXEMPT ALLOWANCE FOR STAFF

Council at a recent meeting discussed the feasibility of increasing the \$15.00 per diem that staff is now entitled to receive for meals in connection with travel involving conferences and other municipally related matters. The discussion concluded with a request to the Municipal Manager for a report on this matter.

The per diem rate in the amount of \$15.00 was approved by Council in June, 1967. The current policy which became effective in August, 1976 is as follows:

"Payment in the amount of \$15.00 without receipts, and in cases where actual expenses exceed \$15.00, to provide full reimbursement for all reasonable and trip related costs upon submission and approval of receipts."

Burnaby employees are now reimbursed for actual costs incurred for single occupancy hotel accommodation, registration, economy fare and limousine upon submission and approval of receipts.

By way of comparison, following is information that shows the per diem rates and other travel allowances that are allowed for staff in other municipalities in the Lower Mainland:

| | <u>Per Diem</u> | <u>Hotel</u> | <u>Registration</u> | <u>Travel</u> | <u>Limousine</u> |
|------------------|--|--|---------------------|--|------------------|
| West Vancouver | \$20.00 | Single occupancy up to: a. \$25.00, no receipt b. over \$25.00, receipt required | Yes | Ecy. Air | Yes |
| Delta | \$20.00 | Single occupancy - no receipt required | Yes | Ecy. Air | Yes |
| Vancouver | \$35.00 (P.G. 34 & up) \$17.00 (others) | Single occupancy - receipt required | Yes | Ecy. Air | Yes |
| New Westminster | \$25.00 | Single occupancy - receipt required | Yes | Ecy. Air | Yes |
| Richmond | \$60.00 | Hotel accommodation is included in the per diem rate | Yes | Ecy. Air | No |
| Port Coquitlam | \$30.00 | Single occupancy - no receipt required | Yes | Ecy. Air | Yes |
| Port Moody | \$40.00 | Single occupancy - no receipt required | Yes | Ecy. Air or 25¢ per mile whichever is lesser | Yes |
| Coquitlam | \$40.00 | Single occupancy - No receipt required | Yes | Ecy. Air | No |
| Surrey | Actual expenses with receipts for all costs incurred | | | | |
| North Van. City | \$60.00 | Hotel accommodation is included in the per diem rate | Yes | Ecy. Air | No |
| North Van. Dist. | \$20.00 (under review) | Single occupancy - receipt required | Yes | Ecy. Air | Yes |