

HUU-AY-AHT FIRST NATIONS
REPORT TO EXECUTIVE COUNCIL
JANUARY 16, 2013

Title – Travel Expense Regulation

Type of Decision – Approval by Executive Council

Submitted by: Jack Cook

Background:

Current policy on reimbursement of hotel accommodation expenses:

Up to \$110 per night on Vancouver Island
Up to \$140 per night in Metro Vancouver and elsewhere
Limit does not include taxes
Receipt required

Issue:

Huu-ay-aht needs to be more competitive with the market with respect to accommodations.

Travel rates when booking online (Hotels similar to Holiday Inn)

<u>Winter Rates</u>	<u>Summer Rates</u>
\$150	\$180
\$120	\$215
\$130	\$235

Proposed Changes:

Winter Rate - \$150 per night, plus taxes
Summer Rate - \$200 per night, plus taxes

In addition, section 4 (1) (b) *states if the travel destination is at least 50 kilometers from both the person's ordinary residence and ordinary place of work* the individual is eligible for mileage reimbursement. To be fair to all travelling on Huu-ay-aht business from the office or place of residence, it is being recommended that 4 (1) (b) be removed. The addition of a clause regarding personal vehicle use and set meal rates was also recommended.

Recommendation:

Finance Committee met on January 10, 2013 and passed the following motion:

BE IT RESOLVED that Finance Committee recommends that Executive Council:

1. approve the changes to the Travel Expense Regulation for the reimbursement of hotel accommodation expenses as detailed in the briefing note titled "Travel Expense Regulation" dated January 10, 2013 effective June 1st, 2012 ;
2. to remove section 4 (1)(b);
3. add: Personal Vehicle use with approval of your direct supervisor;
4. add: set meal rates up to or equivalent of NTC rates; and
5. instruct the Law Clerk to prepare the necessary retroactive amendments to the Travel Expense Regulation.

RECOMMENDED MOTION:

BE IT RESOLVED that Executive Council approves the changes to the Travel Expense Regulation:

1. for the reimbursement of hotel accommodation expenses as detailed in the briefing note titled "Travel Expense Regulation" dated January 16, 2013 effective June 1st, 2012 ;
2. to remove section 4 (1)(b);
3. to add: Personal Vehicle use with approval of your direct supervisor;
4. to add: set meal rates up to or equivalent of NTC rates; and
5. to instruct the Law Clerk to prepare the necessary additions and deletions, and retroactive amendments to the Travel Expense Regulation.

DECISION: