



# Town of the City of Dawson

## TRAVEL POLICY

### #08-01

---

1. This travel policy shall apply to Members of Council; Members of City Boards and Committees; and City Employees.
  2. Where a conflict exists between this policy and a Bylaw or Statute, the Bylaw or Statute shall have precedence.
  3. City of Dawson Travel Policy 06-01 is hereby rescinded.
  4. Travel Approval
    - a. For travel budgeted for in Council approved budgets, the Chief Administrative Officer (CAO) shall be the approval authority.
    - b. For CAO travel, trips within the Yukon where travel budgets exist in Council approved budgets, the Senior Finance Officer may sign travel claim forms.
    - c. For CAO travel outside the Yukon, all travel must be approved by Council resolution.
    - d. For Mayor or Council travel within the Yukon not exceeding 5 days, CAO shall be the approval authority
    - e. For Mayor or Council travel within the Yukon exceeding 5 days, all travel must be approved by Council Resolution.
    - f. For Mayor & Council travel outside the Yukon all travel must be approved by Council Resolution
    - g. All travel claims shall be numbered and filed.
  5. Responsibilities of Person Traveling
    - a. Prior to the trip, a completed "Travel Authorization/Claim Form" attached hereto as Appendix "A", must be submitted to the appropriate approval authority.
    - b. Where more than one person is traveling to the same event, car-pooling shall be used whenever practicable.
    - c. Where car-pooling is practicable but declined, travel allowances will be prorated.
  7. Responsibilities of Approval Authority
    - a. The approval authority shall check that the trip has been budgeted for.
    - b. Where the trip has not been budgeted for, the approval authority shall:
      - ensure the trip is necessary for the good of the municipality
      - ensure that enough funds exist in approved budget account.
    - c. The approval authority shall approve/not approve trip as appropriate and sign the travel authorization form accordingly. If the trip is not approved, the approval authority shall indicate in writing the reasons for non – approval.
  8. Hotels

Hotels rooms shall be single rooms. Where the person traveling wishes a larger room or travels with a spouse or companion, the difference in rates shall be paid by the person traveling. When a stay exceeds two days a housekeeping room may be requested subject to approval as described in Section 4.
-

- 
9. Airlines  
Where travel is by air, office staff will book the tickets taking advantage of any reduced fares available based on consultation with traveler.
  10. Child Care  
Child Care will be provided to members of Council and City employees in instances where travel outside the City of Dawson is required.
  11. Taxi / Buses  
Travel to and from airports and as otherwise required, may be claimed.
  12. Rates  
As defined in Appendix "A", and consistent with Yukon Territorial Government Rates. Appendix "A" will be amended from time to time to remain consistent with Yukon Territorial Government Rates.
  13. Claims
    - a. Hotels/airlines booked by the office shall be paid for directly by the City through normal City procedures.
    - b. Travel Claim forms will be processed according to the payable schedule.
    - c. Except for meals, private accommodation and mileage, no reimbursement will be provided for expenses not accompanied by a receipt.
  14. Reporting  
After completion of the trip, a summary report must be submitted to Approval Authority, which includes:
    - Details of the trip.
    - An evaluation of the benefits the travel provided to person traveling, to the City and to the community.
    - Any other report upon which approval was contingent;
    - Final cost of trip
  15. Appendixes
    - i. Appendix "A" – Travel Authorization & Claim Form

**POLICY TITLE:** Travel Policy

**POLICY #:** 08-01

**EFFECTIVE DATE:** June 17, 2008

**ADOPTED BY COUNCIL:** Resolution # C08-14-15 on June 17, 2008

John Steins  
Mayor

Norm Carlson  
A/CAO

---