

# INFORMATION NOTE

---

<b>Title:</b>	<b>Travel Report for the Year Ended December 31, 2020</b>
<b>Date Prepared:</b>	February 25, 2021
<b>Report To:</b>	Committee of the Whole
<b>Councillor and Role:</b>	Councillor Shawn Skinner, Finance & Administration
<b>Ward:</b>	N/A

---

## **Issue:**

### **Discussion – Background and Current Status:**

In accordance with the City's Freedom of Information By-law, the second quarter travel report and budget summary are presented for information, as attached.

The amounts noted include all expenses related to travel, included but not limited to, registration, airfare, accommodations and per diem.

### **Key Considerations/Implications:**

1. Budget/Financial Implications:
  - Cost for travel is allocated through individual department/program budgets.
2. Partners or Other Stakeholders: N/A
3. Alignment with Strategic Directions/Adopted Plans:
  - Effective Organization (Develop a knowledgeable and engaged workforce)
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A



10. Other Implications: N/A

**Conclusion/Next Steps:** This report is provided to Council for information purposes only.

---

**Report Approval Details**

Document Title:	Travel Report for the Year Ended December 31, 2020.docx
Attachments:	- Travel Report for the Year Ended December 31 2020.pdf
Final Approval Date:	Mar 4, 2021

This report and all of its attachments were approved and signed as outlined below:

**Shelley Traverse - Mar 4, 2021 - 4:03 PM**

**Derek Coffey - Mar 4, 2021 - 4:05 PM**