

INFORMATION NOTE

Title: Quarterly Travel Report – Fourth Quarter 2019

Date Prepared: March 18, 2020

Report To: Committee of the Whole (COTW)

Councillor and Role: Dave Lane/Finance and Administration

Ward: N/A

Issue:

Discussion – Background and Current Status:

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

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

Key Considerations/Implications:

1. Budget/Financial Implications:
 - Costs for travel is allocated through individual departmental 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

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Conclusion/Next Steps: Quarterly Travel Report – Fourth Quarter 2019 is provided to Council for information purposes only.

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Approved by: Derek Coffey, Deputy City Manager of Finance and Administration

Report Approval Details

Document Title:	Quarterly Travel Report - Fourth Quarter 2019.docx
Attachments:	- 4th Quarterly Report Breakdown.pdf
Final Approval Date:	Mar 18, 2020

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

Derek Coffey - Mar 18, 2020 - 10:57 AM