



Administration Report

Report Date: July 25, 2012

Meeting Date: July 30, 2012

To: Council

From: Acting City Manager – Kari Bolton

Subject: Council Information Request

PURPOSE

The purpose of this report is to seek direction from Council regarding a request from Councillor Thapar to review the last seven months visa bills.

SUMMARY

- The City of Quesnel has five corporate visa cards.
- These cards are mainly used for travel expenses, long term service awards, training courses and various small supplies where payment by credit card is required or more efficient.
- From November 2011 to June 2012, \$37,802 was charged to the five cards.

COUNCIL POLICY

As per Council policy, any information requests from individual council members that require appreciable expenditure or resources, with a guideline of more than 15 minutes, are referred to Council for direction.

FINANCIAL IMPLICATIONS

Councillor Thapar has requested that he meet with me and review the visa bills and attached reconciliation forms. If he requires any copies, he will indicate it at the time of review.

The majority of the costs on the visas are for travel costs which are reported on expense claim forms. All expense claim forms for senior staff and Council are posted monthly on Council's agenda. The largest expense between Nov 2011 and June 2012 was for several of the flights to Japan.

RECOMMENDATION

THAT Council provide direction on this information request.