To: Council
From: Mayor, Mary Sjostrom
Subject: Mayor’s Expenses - China

PURPOSE
The purpose of this report is to request up to $1,000 from the Mayor’s Travel Funds to cover incidental costs for the trip to China in May to explore sister city relations and business opportunities with the City of Longyan.

SUMMARY

- The majority of the costs for the trip to China are covered by the planner of the trip as previously discussed.
- There will be some incremental costs, such as the flights to Vancouver, one night hotel, incidentals, the cost of a visa, etc that will need to be covered.

FINANCIAL IMPLICATIONS
These funds will come from the Mayor’s current travel budget of $11,000.

RECOMMENDATION
THAT the Mayor be granted up to $1,000 from her travel account to cover expenses incurred during her trip to China in May 2012.