



To: Management Committee

From: Robin D. Hale  
Chief Operating Officer

Subject: **2012 STAFF TRAVEL**

Date: 2011-09-30

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**Summary:**

This report outlines the 2012 Conference and Business Travel budgets for approval by the Board of Management.

**Recommendation:**

**It is recommended that the Business Travel Budget in the amount of \$48,578 (less external funding of \$10,880) and the Conference Travel Budget in the amount of \$62,827 (less external funding of \$2,185) be approved.**

**Financial Impact:**

The costs of staff travel detailed in this report have been included in the 2012 Operating Budget.

**Background:**

Each year the Toronto Zoo Operating Budget provides an amount for staff travel. This is captured in two accounts: Business Travel and Conference Travel. Staff submit requests during the budget process, and, as with other budget requests, are required to justify their travel needs. After these requests are reviewed and rationalized, two schedules (attached) are prepared summarizing the Zoo's recommended travel budget.

**Comments/Discussion:**

In accordance with the Zoo's financial policies, approval by the Chair of the Board is required on travel expenditures between \$751 and \$1,500, and by the Board of Management on travel expenditures exceeding \$1,500. Approval of the Conference Travel and Business Travel budget by the Board of Management will meet these approval requirements.

Some of the travel is submitted subject to grant funding. This travel will only be undertaken if external funding is received.

Staff travel is an important component for staff to confer directly with their colleagues, to attend animal SSP programs, to present professional and scientific papers, and to review the operations of other zoos.

The detailed schedules for Business and Conference travel will be provided to the Management Committee at the meeting.

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R. D. Hale  
Chief Operating Officer

**List of Attachments:**

Schedule I - Travel Summary  
Schedule II - Conference Travel  
Schedule III - Business Travel