

## **Date**

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The following was approved by the Chief Administrative Officer (CAO) as an Administrative Policy on May 28, 2019.

## **Purpose**

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The District recognizes that employees are an important element in the delivery of services and is committed to providing the necessary training and employee development to enable corporate objectives to be met. Therefore the attendance of staff at appropriate conferences for the purposes of professional development and networking is encouraged. Staff may incur out of town travel expenses within approved budget limits while representing the municipality, engaging municipal business, or attending meetings, conferences, seminars and other training opportunities. Staff may also incur municipal business-related expenses

To provide guidelines for consistency and accountability when traveling on municipal business, representing the municipality, or attending conferences, seminars and other training opportunities, it is essential to have a clear and concise policy supported by sound procedures that clearly defines authority to attend, permitted expenses, payment limits and reporting requirements.

In addition to expenses for travel and training, the Chief Financial Officer may authorize reimbursement for other municipal business-related expenses.

## **Policy**

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### **1. AUTHORITY**

- 1.1. The Department Head has authority to approve staff attendance at meetings, conferences, seminars and other training opportunities within budget limits.
- 1.2. The Chief Financial Officer has the authority to approve reimbursement for other municipal business-related expenses such as the use of personal equipment for business purposes.
- 1.3. The Chief Financial Officer has the authority to approve reimbursement for work related clothing.
- 1.4. The use of personal cell phones for business use is addressed under Use of Cellular Telephones Policy 159, 2018.

- 1.5. All expense claims must include receipts that show the GST, ticket stubs where applicable or confirmation of bookings, unless otherwise indicated.
- 1.6. The District shall not reimburse for alcoholic beverages.

## **2. REGISTRATION FEES**

- 2.1. Actual registration fees for events are eligible for reimbursement.

## **3. TRANSPORTATION**

### **3.1. Air Travel**

The cost of a return economy airfare ticket on a regularly scheduled flight booked for a reasonable and convenient time for travel will be reimbursed. Whenever possible, travelers are expected to book their business travel far enough in advance to take advantage of discounted fares.

Reimbursement for air travel is inclusive of airport improvement fees, cancellation insurance, transportation to and from the airports at both the points of departure and destination, airport parking, and taxi fare if required.

Cancellation insurance for air travel will be considered for reimbursement when a booking is made depending on the fare flexibility options available.

Where the cost of air travel is significantly reduced by extending the travel days, expenses will be reimbursed provided the additional expenses are less than the air travel savings.

### **3.2 District Fleet Vehicle**

Where operational feasible, a District Fleet vehicle may be used for travel. No reimbursement will be made at the per kilometer rate.

Reimbursement for travel by District vehicle will include fuel receipts, parking, ferry charges, highway tolls, accommodation if an overnight stay is required on route and meals and incidentals on route to and from the destination, as described herein.

Where the total cost of travel by District vehicle exceeds the total cost of air travel the District will reimburse to a maximum of the total cost of air travel. For reimbursement of District vehicle travel exceeding air travel, a copy of the air travel budget will be submitted with the expense claim.

### **3.2. Personal Vehicle**

When a person elects to travel by personal vehicle, reimbursement shall be for the distance travelled at the established CRA reasonable per kilometre rate in effect at the time.

Reimbursement for travel by personal vehicle will include parking, ferry charges, highway tolls, accommodation if an overnight stay is required on route and meals and incidentals on route to and from the destination, as described herein.

Where the total cost of travel by personal vehicle exceeds the total cost of air travel the District will reimburse to a maximum of the total cost of air travel. For reimbursement of personal vehicle travel exceeding air travel, a copy of the air travel budget will be submitted with the expense claim.

Where two or more employees travel in the same vehicle, only one employee is eligible to claim mileage for the distance travelled.

No receipts are required for reimbursement of travel by personal vehicle although staff will be required to complete a mileage record for distances travelled from location to location.

### **3.3. Vehicle Rental**

Vehicle rental expenses will be reimbursed where a vehicle is required to conduct business at the destination and no other reasonable ground transportation such as public transit, taxi or limousine service is available or feasible. Unless three (3) or more persons are travelling together the District will reimburse for the rental of a compact vehicle.

### **3.4. Travel other than air or vehicle**

Where air travel is not available the most economical combination of transportation shall be used. Where a person elects to travel by a form(s) of transportation other than air travel or personal vehicle, the District will reimburse to a maximum of the total cost of air travel. For reimbursement of other travel a copy of the air travel budget will be submitted with the expense claim.

## **4. ACCOMMODATIONS**

### **4.1. Hotel Accommodations**

Single room hotel accommodations not exceeding the event or government rate at the location of the event, subject to availability, including necessary business incidentals such as parking and business calls, will be reimbursed.

### **4.2. Private Accommodation Allowance**

Where an employee chooses to stay with friends or relatives in lieu of hotel accommodations a \$25 per night allowance will be provided. Reimbursement of costs incurred as a result of staying at private accommodation such as taxi, mileage will not exceed the event or government rate of the hotel accommodation.

## **5. MEALS AND INCIDENTALS**

### **5.1. Per Diem**

Where travel is required to attend an event that is more than one day or where the event is one day but requires overnight travel, a per diem rate of \$85 per day will be paid to employees to cover meals, gratuities, dry cleaning, phone calls and other miscellaneous costs. Reimbursement or using the District credit card for meals while travelling requires advance permission from the Chief Financial Officer or Chief Administrative Officer.

The per diem will be calculated on a prorated basis for day of departure and day of return with one-half payable for any portion of the day required for business prior to 2:00 pm and one-half the per diem payable for any portion of the day after 2:00 pm.

Other necessary business incidentals such as parking, taxis, business telephone costs and other out-of-pocket expenses will be reimbursed separately from the per diem with appropriate receipts.

**5.2. Meals Included in Event**

Where meals are included in the event registration fees the cost of those meals will be deducted from the per diem rate as follows:

<b>Meal</b>	<b>Per Diem Allowance</b>
Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$30.00

**5.3. Day of Departure and Day of Return**

When required for the purpose of travel, expenses will be paid for one day immediately preceding and one day immediately following the scheduled event.

**5.4. Lunch/Dinner Business Meeting**

District Management staff shall be reimbursed for lunch and dinner business meetings involving at least one other person, held locally or out-of-town. Receipts must include both the restaurant receipt as well as the credit/debit card receipt. The employee shall include the name of the person(s) attending the meal, the company and the nature of the meeting on the receipt.

**6. OUT OF COUNTRY TRAVEL**

Out of country travel with prior approval from the CAO shall be reimbursed at the average exchange rate from the Bank of Canada for the destination country. The average exchange rate will be calculated by finance staff using the daily exchange rates and the number of days of travel.

**7. SHARED EXPENSES**

Where more than one individual benefits from an expenditure under this policy, the expense will be shared equally by all those who benefit such as:

- (a) If there is a single registration fee to register three people, each person is accountable for 1/3 of the single registration fee.

- (b) If a free registration is available by registering two people then the registration costs paid for the two will be equally apportioned to the attendees; if three, each is accountable for 1/3 of the total registration paid.
- (c) If a vehicle is rented or a taxi hired, the cost may be distributed to those directly benefiting in proportion to their direct benefit.

Mileage is an exception and is claimed solely by the personal vehicle owner.

## **8. TRAVEL EXPENSES**

### **8.1. Combining Business with Personal Travel**

Employees may combine a business trip with personal travel at their own expense. The employee shall pay any additional travel and accommodation expenses not associated with the business travel.

The District shall reimburse the lesser of (a) the actual combined fare or (b) the cost of a direct, return flight to/from the business destination based on the lowest fare available on the date of booking.

### **8.2. Travel Not Exceeding One Day**

Where travel is required but does not exceed one day meals and incidentals will be reimbursed but shall not exceed the Per Diem Allowance for meals as contained herein.

### **8.3. Spousal or Partner Travel**

The District shall not reimburse and shall not be responsible for any costs of spouses or partners travelling for District business or events. Such expenses are the responsibility of the employee. The District, at its sole discretion, may pre-pay a registration fee or travel expenses on behalf of a spouse or travel partner wherein the employee shall fully reimburse the District for the expense within 30 days.

## **9. EXPENSE CLAIMS**

For reimbursement of travel and expense claims, each employee shall submit a Travel & Expense Claim Form in the format prescribed by the Finance Department within 30 calendar days of the last day of the event, or in other circumstances, as soon as reasonably possible.

The Travel & Expense Claim shall include:

- Per diem amounts, less supplied meals
- all other business expenses incurred to attend the event;
- the name of the claimant;
- the location of the event;
- the dates and number of days attended (including travel to and from);
- the nature of the event;
- proper accounting codes;
- accurate dates;
- signature of the claimant;

- signature of approving manager;
- invoices, receipts or proof of payment;
- the conference program (if applicable).

In the case of the Chief Administrative Officer, the Mayor, or designate, will approve the Travel & Expense Claim.

**13. REIMBURSEMENT OF OTHER EXPENSES**

Employees may be reimbursed for use of personal equipment for municipal business purposes with the approval of the Chief Financial Officer. Reimbursement for such uses shall be done on Travel and Expense Claim Forms as contained herein and include copies of actual invoices or receipts.

**14. REIMBURSEMENT OF WORK CLOTHING**

Where employees are required to wear clothing specific to their job such as uniforms, protective clothing and equipment and such clothing is not supplied by the District, employees shall be reimbursed for work clothing in accordance with the maximums defined in the Collective Agreement in place.

**Signed:**

Original signed by Alberto De Feo  
Alberto De Feo, Chief Administrative Officer

May 28, 2019  
Date