

Village of Port Clements

Travel and Per Diem Expense Policy for Council and Staff

Policy No. 1, 2018

Prepared by Clerk/Treasurer Heather Nelson-Smith
Amended by Administrator Kim Mushynsky
Amended by Chief Administrator Officer Ruby Decock

Adopted: June 23, 2008 by Mayor and Council
Amendment adopted: June 3, 2013
Amendment adopted: April 16, 2018

Replaces all prior Council and Staff expense policies and bylaws

Last Reviewed: April 16, 2018
Next Review: April 2019

Application – This Policy applies to Council and all Employees, except as agreed otherwise by separate Employment Agreements.

This Policy describes compensation and the reimbursement of travel expenditures incurred by members of Council and employees in the performance of their duties. It includes information on the type of expenditure, claims, advances, daily allowance and guidelines for the reduction of daily allowances.

The Village shall reimburse members of Council and employees for reasonable travel expenditures incurred in the performance of their duties. Such travel expenditures will include those for the attendance of training sessions, seminars, and conferences. **The expenditure shall be included in the financial plan.**

- **Mayor and Council member's** attendance at conferences, courses and other meetings shall be pre-approved by Council. The adoption of Council's Committee annual appointments shall be considered pre-approval for the representative's attendance for those committee meetings.
- **All Employees'** attendance at conference and other related Village business must be pre-approved by the Chief Administrative Officer.
- No expense claims will be provided for spouse or other relatives that accompany the Council member or employee. All expenses for spouses shall be at the expense of the individual.
- No expense claims for costs incurred from extension due to personal issues or circumstances will be considered or reimbursed (for example: if an employee stayed an additional day after a conference to meet with a friend when they could have returned to the municipality and incurred an extra night of hotel cost, then that additional cost will not be reimbursed by the Village). All expenses must be incurred through the performance of Village business, or due extenuating circumstances created by nature (ex. Bad weather) or the service providers (ex. flight cancellation, hotel double booking).
- Travel arrangements must be calculate to minimize costs and the amount of time away.

Expenditures should be reasonable and follow the guidelines below:

1. ACCOMMODATION

Claim actual expenditures, **receipts required.**

- Government rates should be requested whenever possible, and will in the medium price range when available.
- If travelling with a spouse, only the single rate for the room will be reimbursed
- Personal and incidental costs such as personal phone calls, movies and bar service will not be reimbursed
- If the use of private accommodation, such as with a friend or close relative, it shall be reimbursed at \$40.00 per day.

2. MEALS AND INCIDENTALS (receipts are not required)

Per Diem: Breakfast \$ 20.00, Lunch \$ 20.00, and Dinner \$ 35.00 (\$75/day)

- A per diem will be paid when Council members and employees are required to be away from the municipality for a full day or half day when attending a convention, meeting, course or other approved municipal business to the set per diem rate. Council may approve reimbursement of actual expenses upon submission of receipts and a satisfactory explanation to why these expenses were incurred and could not be avoided.
- Meals included in conference or convention registration shall be deducted from the per diem allowance subject to exceptional situations where a member has incurred out of pocket expenses to supplement meals provided and/or does not partake in the meal provided, where the actual incurred costs may be reimbursed, up to the applicable meal allowance. (an example is where the applicant attended a required meeting during meal time. They can claim up to the per diem amount for the meal they would have to purchase because they missed the conference meal.)
- Incidentals covers personal phone calls, snacks, mini bar items, cleaning and laundry services, gratuities and other incidentals not otherwise covered in the travel policy.
- For travel to the U.S. the per diem will be in U.S. dollars although reimbursement is made in equivalent Canadian funds.

3. TRANSPORTATION

Vehicles \$0.53 per kilometer for 2018 calendar year, and thereafter adjusted to the provincial travel rate.

- Traffic and parking fines will not be reimbursed

a. AIR FARE

- Equivalent of Regular Class will be reimbursed, **receipt is required**
- The most economical mode of transportation is to be used, unless there is a specific practical reason to choose otherwise, i.e. flying may be preferable to driving long distance.
- Employees choosing to travel in their personal vehicle, instead of an assigned Village vehicle, shall be reimbursed their actual fuel cost (as opposed to receiving the mileage rate), to a maximum amount of the equivalent economy airfare and mileage to and from the airport.
- Employees choosing to travel in their personal vehicle, instead of air transportation (where it is shown to be less expensive) will be reimbursed as noted above up to the equivalent air fare.

- Airport transfers and taxi costs will be reimbursed at cost upon submission of a claim form and **appropriate receipts.**

b. PARKING

At actual cost **based on receipts**

c. CAR RENTAL

- When necessary due to time constraints, being cheaper than other options, or is the only option for travel. It will be paid at actual cost **based on receipts provided.**
- The size of the car rented shall be consistent with the number of people using it and the most economical method of rental available for use.

4. REGISTRATION FEES

Claim actual expenditures for pre-approved attendance, **receipt required**

5. ADVANCES

Council members or employees who anticipate incurring expenses payable under this Policy may receive, upon application, an advance allowance of up to 100% of their anticipated expenses. Advances will not be paid more than seven (7) days prior to the travel commencement date. Any unused advance funds must be returned to the Village within seven (7) days of completion of travel.

6. REIMBURSEMENTS

Travel expense claims shall be submitted to the Village using the Travel Claim Form by the end of the following month from when the expenses were incurred. Note that a receipt is defined as a slip from the vendor showing details of items purchased, not the signed credit card slip.

7. EXTRA EXPENSES

Where, for unavoidable reasons actual expenses exceed the allowances specified herein, the CAO may approve reimbursement of actual expenses with a satisfactory written explanation.

8. APPROVAL

The Chief Administrative Officer approves Council and employee expenses.
The Mayor or Acting Mayor approves the Chief Administrative Officers expenses.

9. ADJUSTMENTS

The per diem allowance and vehicle allowance may be adjusted periodically by Council resolution.



Mayor Urs Thomas



Ruby Decock, Chief Administrative Officer



TRAVEL CLAIM FORM

APPLICATION – This Policy applies to all Councillors and Employees

The Village of Port Clements believes that the proper operation of the Village requires that Councillors, public officials and employees respect the following Policy regarding travel:

Village of Port Clements	
TRAVEL CLAIM	
NAME:	_____
PURPOSE OF EVENT:	_____ _____
LOCATION:	_____
DATES OF TRAVEL:	_____
MEALS: BREAKFAST: \$20 X _____ LUNCH: \$20 X _____ DINNER: \$35 X _____	TOTAL \$ _____
MILEAGE: RETURN TRIP _____ KM @ \$0. _____	TOTAL \$ _____
ACCOMMODATIONS (Hotel as per receipt, Private \$40/night X _____ nights	TOTAL \$ _____
OTHER EXPENSES (Car rental, fuel,) _____	TOTAL \$ _____
DETAILS	
_____ _____	
TOTAL CLAIM AMOUNT SUBMITTED	TOTAL \$ _____
	(Attach all receipts)
SUBMITTED BY: _____	DATE: _____
ADDITIONAL NOTES/EXPLANATION _____ _____	
Approved by _____	Date _____