

**TOWN OF RAINBOW LAKE**

**DATE: July 4, 2000**

**POLICY TITLE: COUNCIL AND STAFF TRAVEL POLICY**

**AUTHORITY: Town Council**

**POLICY NUMBER: ADMIN. 11-002**

**RESOLUTION NUMBER: 2000-192**

**APPROVAL DATE: July 10, 2000**

**POLICY STATEMENT:**

The Town of Rainbow Lake will reimburse expenses incurred by members of Council and Staff for travel on Town business.

**POLICY OBJECTIVE:**

1. To ensure fair, consistent practice with regard to business travel on behalf of the Town.
2. To ensure Council and Staff members do not incur out-of-pocket expenses associated with conducting Town business.

**DEFINITIONS:**

1. Member(s) – shall mean the Mayor, Councillors and employees of the Town of Rainbow Lake (this includes the volunteer emergency services personnel when on approved training sessions, meetings or conferences).
2. Expenses – shall include costs incurred while conducting Town business.
3. Allowances – shall include maximum amounts available for reimbursement.

**RESPONSIBILITIES:**

1. Council to:
  - a) Approve funds within the annual operating budget to cover regular travel requisitions for the year.
  - b) Review and consider authorization for any travel requisition of a member not included within the current budget approved by Council.
2. Mayor to:
  - a) Review and approve any properly documented and receipted travel expense claims submitted by a member where the Town Manager cannot approve the claim due to a conflict of interest.
3. Town Manager to:
  - a) Review completed travel requisitions of members, where funds have been allocated in the current budget.
  - b) Review and approve any properly documented and receipted travel expense claims submitted by a member, with the exception of those claims where a conflict of interest exists, i.e. own personal expense claims.
  - c) Ensure reservations and tickets for air travel are in accordance with the approved travel requisition.

**RESPONSIBILITIES (Continued)**

4. Members to:
  - a) Complete a "Request for Travel Authority and Travel Advance" requisition (reference Appendix I) before travel is commenced, allowing a minimum of five (5) working days before the date of travel if a travel advance is being requested;
  - b) Obtain necessary vouchers, receipts, or other appropriate documents to substantiate expenditures while on the trip;
  - c) Complete the Travel and Sundry Expense Claim form (reference Appendix II) within fourteen (14) days of return and submit it to his/her approving authority for final approval, prior to the claim being submitted to Accounts Payable for payment;
  - d) Reimburse the Town for advances in excess of expenses paid, or, will be reimbursed by the Town for expenses paid which exceed the advance.

**PROCEDURES / GENERAL PROVISIONS:**

1. **Use of Forms:**
  - a) Request for Travel Authority and Travel Advance requisition to be completed by the member and approved by the appropriate authority for all travel;
  - b) If an advance is required, the Travel Advance requisition portion of the Request for Travel Authority and Travel Advance requisition is to be completed by the member and approved by the appropriate authority.
  - c) Travel and Sundry Expense Claim form to be completed, signed by the member, approved by the appropriate authority and submitted for payment for recording purposes.
2. **Authority to Travel:**
  - a) All travel must be authorized by the appropriate authority using the Request for Travel Authority and Travel Advance requisition. Provisions have been made on the form to allow for travel advances if required.
  - b) Before a member is authorized for travel, he/she should determine that the purpose cannot be adequately met through correspondence, fax, or telephone communication.
  - c) When travel not allocated in the budget is necessary, it must be approved by the Mayor, or by Council if the travel is for the Mayor.
3. **Transportation Standard – Travel on Duty:**
  - a) Travel is by the most direct route and the most economical means of transportation. All transportation expenses (excluding the use of a personal vehicle) will be reimbursed at cost.

**PROCEDURES / GENERAL PROVISIONS – Transportation Standard – Travel on Duty (Continued)**

- b) A member travelling on Town business may, with the consent of the appropriate authority, travel by any means of transportation along any route in order that he/she may combine personal business with his/her official duties. However, the claim for expenses and subsistence will be paid on the basis of the expenses that would have been incurred had the trip been made by the route and mode of travel that would have been the most economical.
  - c) Where a member uses his/her own car for regional travel, mileage will be reimbursed at .30 cents per km. Mileage reimbursement is intended to cover fuel, repairs and maintenance, and “wear and tear” on the vehicle.
4. **Accommodation:**
- a) A member will be reimbursed for actual and reasonable expenses for accommodation on authorized Town business. Wherever possible, the member should obtain government rates. A member is authorized to stay in accommodation that is reasonable, conveniently located and comfortably equipped.
  - b) Many hotels extend reduced rates to government officials. Members travelling on Town business should inquire if a special rate is available when making reservations or bookings into hotels to take advantage of the rate reduction. Proof that you are a government official is usually required, usually in the form of a business card or letter of authority.
  - c) Arrangements should be made for suitable self-contained accommodation obtained at weekly or monthly rates where a member is required to spend periods in excess of two (2) weeks in travel status at one location, and where such accommodation is available, convenient and economical.
  - d) A private accommodation allowance will be granted at \$15.00 per night for every 24 hour period, no receipt required.
5. **Meals, Gratuities and Other Costs:**
- Meals**
- a) Meals will be reimbursed to a maximum of \$40.00 per 24 hour period away, excluding the cost of alcoholic beverages. The maximum un-receipted reimbursement per meal is provided below:
    - Breakfast           \$ 8.00
    - Lunch               \$12.00
    - Dinner               \$20.00If travel begins earlier than 7:00 a.m., breakfast expenses may be claimed. If travel ends prior to 7:00 p.m., dinner expenses should not be claimed, unless approved Town business is conducted as part of that dinner, i.e. dinner meetings.
  - b) No claim can be made when meals are provided, unless other approved Town business prevents that member from partaking of the meal provided.

**PROCEDURES / GENERAL PROVISIONS – Meals, Gratuities, and Other Costs (Continued)**

- c) In circumstances where the meal allowance, as specified, is insufficient to cover costs, members may be reimbursed above the regular meal rate for reasonable meal expenses, upon submission of a receipt. Reimbursement will be made at the discretion of the approving authority.

**Gratuities**

- a) Gratuities are included in the amount set for meal allowances.

**Other Costs**

- a) Other costs related to laundry, dry cleaning and sundry expenses will be reimbursed at cost upon provision of receipts, if away from home for longer than three (3) consecutive days.
- b) Official telephone calls – A member will be reimbursed for costs incurred for long distance telephone calls relating to official business.

**6. Expense for Spousal/Family Travel:**

- a) Expenses for spousal or family travel will not be reimbursed, except in accordance with the benefit policy for permanent employees.

**7. Per Diem:**

- a) Members will receive a per diem of \$10.00 for every 24 hour period away from home while conducting Town business, to cover such items as parking, un-receipted taxi fares, personal phone calls, etc.

**8. Expense Reports:**

- a) Members are required, within ten (10) days of return, to complete the Travel and Sundry Expense Claim form.

**9. Travel Advances:**

- a) A cash advance for travel purposes may be obtained upon submission of a Travel Authority and Travel Advance requisition, a minimum of five (5) working days before the date of travel. The cash advance is to cover a maximum of 80% of the estimated meal, accommodation costs, per diems, and mileage, and must be returned to the Town within ten (10) days of return to Rainbow Lake. If the trip is cancelled for whatever reason, any advance provided must be returned to the Town immediately.

  
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Mayor  
\_\_\_\_\_  
Town Manager

Sept. 17. 2012