

POLICY TITLE:

TRAVEL EXPENSE POLICY

POLICY STATEMENT:

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

EFFECTIVE DATE:

February 23, 2022, as per resolution no. 60-2022

DEFINITIONS:

1.1 In this policy:

- 1.1.1 **Member(s)** shall mean the Mayor, Councillors, and employees of the Town of Rainbow Lake (this includes the volunteer emergency services personnel and/or Council appointed public members when on approved training sessions, meetings, or conferences).
- 1.1.2 **Expenses** shall include costs incurred while conducting Town business.
- 1.1.3 **Allowances** shall include maximum amounts available for reimbursement.

POLICY GOALS AND OBJECTIVES:

2.1 Purpose

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

2.2 Responsibilities

2.2.1 Council to:

2.2.1.1 Approve funds within the annual operating budget to cover regular travel requisitions for the year.

2.2.1.2 Review and consider authorization for any travel requisition of a member not included within the current budget approved by Council.

2.2.2 Mayor to:

2.2.2.1 Review and approve any properly documented and receipted travel expense claims submitted by a member where the CAO cannot approve the claim due to a conflict of interest.

2.2.3 CAO to:

2.2.3.1 Review completed travel requisitions of members, where funds have been allocated in the current budget.

2.2.3.2 Review and approve any properly documented and receipted travel expense claims submitted by a member, except for those claims where a conflict of interest exists, i.e. own personal expense claims.

2.2.4 Members to:

2.2.4.1 Complete a "Request for Travel Advance" requisition (reference Appendix A) before travel is commenced, allowing a minimum of five (5) working days before the date of travel if a travel advance is being requested;

2.2.4.2 Obtain necessary vouchers, receipts, or other appropriate documents to substantiate expenditures while on the trip;

2.2.4.3 Complete the Travel Expense Claim form (reference Appendix B) 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;

2.2.4.4 Reimburse the Town for advances in excess of expenses paid, or, will be reimbursed by the Town for expenses paid which exceed the advance.

2.3 Process/General Provisions

2.3.1 Use of Forms:

2.3.1.1 If an advance is required, the Travel Advance requisition is to be completed by the member and approved by the appropriate authority.

2.3.1.2 Travel Expense Claim form to be completed, signed by the member, approved by the appropriate authority, and submitted for payment for recording purposes.

2.3.2 Authority to Travel:

2.3.2.1 All travel must be authorized by the appropriate authority.

2.3.2.2 Before a member is authorized for travel, he/she should determine that the purpose cannot be adequately met through correspondence, fax, or telephone communication.

2.3.2.3 When travel not allocated in the budget is necessary, it must be approved by Council.

2.3.3 Transportation Standard – Travel on Duty:

2.3.3.1 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.

2.3.3.2 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 based on 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.

2.3.3.3 Where a member uses his/her own vehicle for regional travel, mileage will be reimbursed at the Reasonable per-kilometer allowance rate set by the Canada Revenue Agency by the Government of Canada Travel Directive-Appendix A Kilometric Rates. Mileage reimbursement is intended to cover fuel, repairs, and maintenance, and “wear and tear” on the vehicle.

2.3.4 Accommodation:

2.3.4.1 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.

2.3.4.2 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.

2.3.4.3 Arrangements should be made for suitable self-contained accommodation obtained at weekly or monthly rates where a member is required to spend periods more than two (2) weeks in travel status at one location, and where such accommodation is available, convenient, and economical.

2.3.4.4 A private accommodation allowance will be granted at the Private non-commercial accommodation rate set by the Government of Canada Travel Directive – Appendix B, for every 24-hour period, no receipt required.

2.3.5 Meals:

2.3.5.1 Meals will be reimbursed at the rates prescribed in the Meal allowances rate set by the Government of Canada Travel Directive – Appendix B, per 24-hour period away, excluding the cost of alcoholic beverages. If travel begins earlier than 7:40 a.m., breakfast expenses may be claimed. If travel ends prior to 4:30 p.m., dinner expenses should not be claimed.

2.3.5.2 No claim can be made when meals are provided, unless other approved Town business prevents that member from partaking of the meal provided.

2.3.5.3 Alcohol expenses may be expensed in special circumstances at the discretion of the Mayor or CAO.

2.3.5.4 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.

2.3.6 Gratuities:

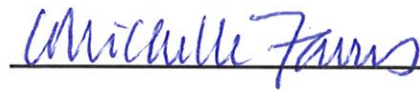
2.3.6.1 Gratuities are included in the amount set for meal allowances.

2.3.7 Expense for Spousal/Family Travel

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

2.3.8 Per Diem:

2.3.8.1 Members will receive a per diem as per the Incidental Expense Allowance rate set out in the Government of Canada Travel Directive – Appendix B 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.



Mayor



Chief Administrative Officer

NEXT REVIEW DATE: FEBRUARY 23, 2025