

EXPENSE REIMBURSEMENT POLICY		EXP 001
ORIGIN:	FINANCE	RESCINDS: NOVEMBER 12, 2009 Issue amended DECEMBER 6, 2010 and SEPTEMBER , 2017
DATE OF ISSUE:	DECEMBER 10, 2018 (Council approved)	

## PURPOSE

The purpose of this policy is ensure that travel expenses are property authorized, care has been exercised to minimize travel costs, and Council members and employees are fairly reimbursed for out of pocket expenses. This policy establishes a process for reimbursement that is efficient and easy to administer.

## APPLICATION

This policy applies to Council members, City committee members, employees, or volunteers of the City of Colwood who:

- Represent the City of Colwood
- Engage in municipal business; or
- Attend a meeting, course or convention on behalf of the City of Colwood.

## POLICY

1. Financial Plan: Expenses incurred under this policy are subject always to the approved Financial Plan.
2. Approval: Council member attendance at conferences and seminars shall be approved by Council. Employee attendance at conferences and seminars must be approved by the appropriate department Director.
3. Corporate Card: Travel expenditures will be paid for using corporate credit card/purchasing card whenever possible so that the City is the recipient of travel/credit card rewards.
4. Personal and Partner Travel: Partner travel will not be paid by the City. No expense claim may be made for expenses of a spouse, partner or other relative travelling with the traveler. Travelers wishing to combine business travel with personal travel may do so at their own expense. Any incremental expenses incurred as a result of personal travel will be deducted from the expense claim.
5. Expense claims must be submitted to the Finance Department within 30 days of the expenditure.
6. The following expenses may not be claimed for reimbursement:
  - a. costs reimbursed by another organization or source
  - b. alcohol
  - c. traffic fines or parking tickets
  - d. spouse or partner travel and/or meal costs
  - e. room upgrades
  - f. optional social events
  - g. personal expenses not related to business

**ELIGIBLE EXPENSES**

1. Course, conference or seminar registration fees
2. Transportation costs including charges for use of person's own vehicle, airport and hotel parking charges, ferry and highway tolls, air travel, taxi charges and travel/accident insurance
3. Meal costs
4. Accommodation
5. Incidental expenses including, without limitation, telephone and photocopying related to municipal business

**REGISTRATION FEES**

1. When practical, registration and membership fees for training sessions, seminars, conferences, education tours, etc. will be paid in full using a corporate purchasing card or City of Colwood cheque for each authorized and approved registrant, in advance and directly to the sponsoring organization where time permits.
2. Registration should be completed in time to take advantage of early registration discounts whenever offered.

**TRANSPORTATION**

1. Means of transportation: Traveler may choose their means of transportation – air, ferry, bus, train or car.
2. Air: All travel must be economy class except in emergencies where other options are not available. Traveler is expected to obtain the most economical fare available for a direct return flight to/from the destination.
3. Personal vehicle: a traveler who chooses to travel outside the Capital Region using their own car may claim the lesser of: (1) economy airfare and ground transportation expenses, or (2) mileage at the Canada Revenue Agency reasonable per kilometer rate for the year of travel, parking expenses, tolls, ferries and other reasonable expenses related to transportation.
4. City vehicle: a traveler may claim actual out of pocket operating expenses incurred while using a City owned vehicle.
5. Ground transportation to and from airport or ferry terminal: travelers will be reimbursed for airport shuttle or taxi fares from home or office or mileage if personal vehicle is used. Travelers will be reimbursed for taxi or transit fares for travel to and from business functions.
6. Where more than one individual is travelling to the same location, joint travel is encouraged including use of a municipal vehicle.

**MEAL ALLOWANCE**

1. Rates: Daily per diem rate is \$80 for travel within North America (outside Canada, the rate will be paid in US dollars)
2. Meal component: The daily rate includes a meal component. The per diem must be reduced for any meals provided as part of a conference/function using the following guidelines:
  - a. Breakfast \$15.00
  - b. Lunch \$25.00
  - c. Dinner \$35.00
  - d. Incidentals \$5.00

3. To be eligible for the meal allowance on days of travel, departure must start before 7:00 am to claim breakfast, before 12:00 noon to claim lunch and on the day of return travel must end after 6:00 pm to claim dinner.
4. Incidentals: The daily per diem rate includes an incidental component to cover personal phone calls, snacks, cleaning and laundry costs, gratuities, and other incidentals not identified.
5. Receipts: no receipts to support per diem claims are required.

#### **ACCOMMODATION**

1. Class of room: Travel accommodation will be based on single occupancy in a standard room and be booked at the lowest rate available (preferred, government, special conference). Upgrades will not be reimbursed.
2. Location: Travel accommodation should be booked as close as possible to the business function/conference.
3. Hotel bill: detailed accommodation receipts must be submitted.
4. Private accommodation: If private accommodation is arranged \$40.00 per night in lieu of commercial accommodation will be reimbursed.

#### **TRAVEL ADVANCES**

1. Advance requests must be approved by either the Chief Administrative Officer or the Director of Finance.
2. Should the advance payment exceed actual costs incurred (except meal reimbursement which is paid at per diem rates), the advance recipient must return the excess funds to the City within 2 weeks of the travel event.
3. No advance payment will be made to any person who has an outstanding advance payment.

#### **NON-ATTENDANCE**

1. At the discretion of the Chief Administrative Officer, a Council member or employee who did not attend a City sponsored event may incur the expenses associated with non-attendance.

#### **RECRUITMENT and RELOCATION**

1. At the discretion of the Chief Administrative Officer, candidates travelling to the City of Colwood from outside the Capital Regional District may be reimbursed for the following:
  - a. travel expenses at the rates provided in this policy
  - b. a percentage of relocation costs
  - c. other reasonable expenses