



Municipality of East Ferris

Municipal Travel Expense Policy	General Government
	Approved: August 13 th , 2019
	This policy applies to Members of Council, Municipal Staff, Board and Committee Members and the Members of the East Ferris Volunteer Fire Department.

Policy

This Policy is entitled the “***Municipal Travel Expense Policy***”. This policy shall be applied to Members of Council, Municipal Staff, Board and Committee Members, and the Members of the East Ferris Volunteer Fire Department. Throughout this policy document, the term “members and staff” shall mean to be applied to Members of Council, Municipal Staff, Board and Committee Members, and the Members of the East Ferris Volunteer Fire Department unless otherwise specified.

Purpose

The purpose of this policy is to establish reasonable rates and procedures for the reimbursement of travel expenses to members and staff while away on municipal business. Members and staff are reminded that travel expenses are being paid for with taxation dollars and they should strive to use funds wisely, frugally and with the utmost care.

Eligible Travel Expenses

The Municipality of East Ferris shall reimburse members and staff for all reasonable and appropriate expenses incurred for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities as per conditions contained in this policy. For this policy, duties include attending meetings, training (courses, seminars, workshops), and conferences approved by Council Resolution for Council members or by the Chief Administrative Officer (CAO) for staff.

- a) Travel expenses include registration fees; hotel accommodations including lodging services such as Airbnb; transportation including vehicle rental, mileage (kilometers driven with own vehicle), taxi and rideshare services, rail and bus; meals; parking, bridge and road toll charges; and phone call and fax charges related to municipal business.
- b) All claims for reimbursement shall be supported by detailed receipts which include details as per items purchased and taxes.



- c) Members of Council shall also ensure that travel expenses are in compliance with the Council remuneration By-Law
- d) Meeting, training and conference registration fees will be reimbursed as per actual costs incurred.
- e) Transportation; parking, bridge and road toll charges; and phone call and fax charges will be reimbursed as per actual costs incurred.

When travelling on municipal business with another municipality, costs shall be shared on a 50/50 basis.

When two or more members or staff are travelling to the same function, carpooling is encouraged with the exception of Members of Council, Boards and Committees who must ensure that there is not a majority of any Council, Board or Committee in one (1) vehicle at the same time.

- f) Mileage costs, for use of personal vehicle on municipal business, will be reimbursed at the reasonable rate suggested by the Canada Revenue Agency and may change from year-to-year. In January of each year, staff will circulate a memorandum to notify members and staff of the mileage reimbursement rate in force for the new year. The rate for 2019 has been established at \$0.55/kilometre.
- g) Hotel accommodation and lodging costs will be reimbursed as per actual costs incurred. Timing of departure and return must be consistent with timing of function. These costs shall only be reimbursed if the traveler cannot reasonably be expected to travel to a function commencing early in the morning (on the day of the function), to return at the conclusion of the function (on the same day), or to travel to or return from a function due to weather conditions. Legitimate reasons for early/late departure/return shall be authorized by the CAO.

Although most hotels provide free internet access, should internet not be provided free of charge, reimbursement for internet charges will be reimbursed as per actual costs incurred.

- h) Meals while away on municipal business will be reimbursed as per the daily allowance rates specified below:
 - \$20.00 for breakfast;
 - \$30.00 for lunch; and
 - \$50.00 for dinner.



Meal allowance rates represent reasonable meal costs; therefore, they are not considered to be taxable benefits under the Income Tax Act.

Receipts are not required to be retained and submitted by members or staff claiming meal allowances except as stated in the following paragraph.

In the following circumstances, receipts are required for meal reimbursement:

- i. When Council or the CAO deems it necessary to provide meals for V.I.P.s (Provincial and Federal Government politicians, community and business leaders, etc.) at the Municipality's expense, a detailed receipt must be submitted for reimbursement including the name of the guest(s).
- ii. In exceptional circumstances, and with approval of the CAO, a higher amount will be allowed for meal allowances and in these cases, receipts must be submitted.

Non-Eligible Travel Expenses

There will be no reimbursement for the following:

- a) Costs incurred by Members of Council for political activity associated with election or re-election;
- b) Costs incurred by members of Council for meetings with constituents, other individuals, and/or groups as these expenses shall be deemed to be incurred in the discharge of their duties and included in regular remuneration;
- c) Costs incurred for spouses, partners, children, relatives or friends when they are accompanying members and staff on municipal business. Spouses, partners, children, relatives or friends are welcome to join members and staff for travel; however, their expenses should be segregated from the member's or staff's costs and not submitted for reimbursement;
- d) Costs incurred related to meetings, training, and conferences attended by members and staff for organizations or boards of which the member or staff is not appointed by Council or the CAO;
- e) Meals provided at the meeting, training or conference unless dietary restrictions apply and are not accommodated;
- f) In-room movie rentals;
- g) Laundry or dry-cleaning services;
- h) Alcohol or other controlled substances; and



- i) Costs related to “Companion Programs” being offered to spouses/partners of members and staff at meetings training, and conferences.

Other Expenses

Any other travel expenses not mentioned herein may be reimbursed at the discretion of Council or the CAO.

No Pyramiding

There shall be no pyramiding under this policy and under no circumstances will more than one status apply.

Cancellation Fees

The Municipality of East Ferris will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or CAO. Members and staff who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or lack of quorum shall be entitled to reimbursement for payment of travel expenses.

Travel Expense Advances

For planned travel, advances may be obtained prior to travel by completing and submitting a “Travel Advance Request Form.” Advances will be calculated based on the estimated costs of travel as indicated on the form. When an advance is received, the person travelling is still required to submit an expense reimbursement claim form with the appropriate receipts. Advances will be deducted from the travel reimbursement claim submitted. In cases where advances amount to more than the total of the travel costs, members and staff will be required to reimburse the Municipality by cheque.

Claim Submission and Payment Procedure

- a) Members and staff are responsible for filling out expense reimbursement claim forms and submitting them with signature to the Municipal Office for processing within ten (10) business days following travel.
- b) When more than one (1) member and/or staff attend the same function, each member and/or staff shall submit their own expense reimbursement claim form.
- c) The agenda for the meeting, training or conference function must be attached to the expense reimbursement claim form. Where there is no agenda, the following details must accompany the claim form:
 - i. Date of function
 - ii. Place of function
 - iii. Start and end time of function



iv. Persons present at the meeting

v. Purpose of function

d) Payment of claims will be made through Accounts Payable by cheque.

Authorization for Reimbursement

Expense reimbursement claim forms must be approved by the appropriate authorizer prior to the submission of the claim to Accounts Payable. No claim shall be paid without authorization. Travel claims submitted by Members of Council or Department Managers shall be approved by the CAO. Travel claims submitted by members of the East Ferris Volunteer Fire Department shall be authorized by the Fire Chief or his/her designate. Travel claims submitted by Board or Committee members shall be approved by the Department Manager or designated staff member who oversees the Board or Committee.

Approval of Policy

This policy shall come into force and effect once approved by Council Resolution.

Policy Review

This policy will be reviewed, at a minimum, at the beginning of each term of Council.

Approved by Resolution of Council, No. _____, on _____, 2019