

Village of Queen Charlotte

COUNCIL POLICY

Name of Policy: Council Expense Reimbursement and Travel Policy

Reference No: 13.0

Date Adopted: May 3, 2010 R2010/23/23

A. Purpose:

Members of Council are frequently required to travel both within the Regional District area and elsewhere. While travelling, they are encouraged to utilize the most economical and cost effective means of travel and accommodation that is reasonably available having consideration for time and the overall costs which may be incurred for approved travel.

Travel approval is authorised by council for the mayor and councillors to attend meetings and conduct business of the municipality within the Skeena-Queen Charlotte Regional District. Travel outside of the Regional District must be approved in advance by council resolution.

B. Policy:

1. Authorization:

- 1.1 Travel outside of the Skeena Queen Charlotte Regional District must be authorized in advance by Council resolution. For unforeseen travel, concurrence by the majority of council members by e-mail, later ratified at an open council meeting, is sufficient authority.
- 1.2 Exceptions to 1.1 are:
 1. travel that is specifically itemized and approved in the current years Financial Plan Bylaw.
- 1.3 A Council resolution is required for all travel outside of the Province of British Columbia.

2. Travel Expense Claim Form:

2.1 Claims for the reimbursement of Travel Expenses or Advances shall be submitted to the CFO in accordance with this Policy and in the form prescribed by Schedule 'A' attached.

2.2 Travel claims that are submitted by members of Council shall be reviewed and approved for payment by the Mayor or deputy mayor, if applicable.

2.3 Travel claims that are submitted by the Mayor shall be reviewed and approved for payment by the Chief Administrative Officer or by the CFO.

2.4 Where required, original receipts must be submitted with all claims for reimbursement for travel. Where necessary a written explanation may be submitted in place of a lost or misplaced receipt.

3. Types of Expenses:

3.1 Transportation:

3.1.1 Air: members of Council are authorized to book economy class tickets for air travel. Receipts must be submitted.

3.1.2 Private Vehicle: members of Council will be reimbursed for use of their personal vehicle at the rate set annually by the Canada Revenue Agency; car pooling for travel is encouraged to reduce costs and GHG emissions.

3.1.3 Ferry: receipts are required.

3.1.4 Parking: a receipt is required.

3.1.5 Taxi/Bus: a receipt is required.

3.1.6 Rented Vehicles: the lowest rate possible or a government rate must be requested when booking or renting vehicles. Receipts must be submitted.

3.2 Accommodation

3.2.1 Members of Council will be reimbursed \$30.00 per night when they stay with friends or family while on travel status. A receipt is not required.

3.2.2 When booking or using commercial accommodation, the lowest rate possible or the BC Provincial Government rate MUST be requested.

3.2.3 The maximum rates for commercial accommodation within British Columbia are as follows:

- Lower Mainland: \$175.00/night exclusive of taxes;
- All other areas: \$150.00/night exclusive of taxes;

3.2.4 For conferences and workshops, members of Council are authorized to stay at the 'conference hotel' at rates negotiated by the conference organizers for a 'standard room'.

3.2.5 Outside of the Province of BC, members of council will be reimbursed for accommodation for a 'standard room' or a negotiated 'conference rate'.

3.2.6 A receipt is required for commercial accommodation.

3.3 Meals and Per Diem:

3.3.1 The following meal rates are applicable for travel:

- Breakfast: \$ 15.00
- Lunch: \$ 20.00
- Dinner: \$ 30.00

3.3.2 The per diem allowance is provided for incidental expenses such as gratuities, portage, personal phone calls, laundry or dry cleaning, toiletries and other miscellaneous expenses associated with travel.

3.3.3 The per diem allowance for members of Council is:

- \$30.00 per full day (8am -430pm)
- \$15.00 per half day (before noon-after noon)

3.3.4 Meals that are paid for by a 3rd party or are included in a prepaid conference or workshop registration fee, may not be claimed as a travel expense. However, if a prepaid meal is missed, an expense claim for that meal may be submitted with a written explanation.

3.4 Registration Fees for Conferences and Workshops:

3.4.1 All fees for workshops, conferences and other events that are approved by council resolution or specified in the current year Financial Plan Bylaw will be paid by the Village of Queen Charlotte.

3.4.2 Where required, Council members should obtain approval from council and register for conferences and workshops in time to take advantage of early registration discounts wherever offered.

3.4.3 Where available, copy of the conference or workshop outline shall be affixed to the travel expense claim form.

3.5 Business and Personal travel Combined:

3.5.1 Additional travel expenses incurred for personal travel either before, during or following approved business travel must not be included in a claim for reimbursement of expenses.

3.5.2 The Village of Queen Charlotte will not reimburse any expenses for spouses or other family members

3.6 Advances:

3.6.1 A request for a travel advance to cover **up to 80%** of the projected out of pocket travel expenses must be submitted to the CFO at least 5 working days prior to the commencement of travel.

3.6.2 An application for a travel advance must be on the prescribed form, Schedule 'A', and must be completed by member of Council requesting the advance.

3.6.3 A travel advance must be balanced with a travel claim on completion of travel. Where the advance exceeds the cost of travel, a personal cheque must be submitted with the completed travel form, Schedule 'A', and receipts.

3.7 Expenses Not Allowed:

3.7.1 The following expenses may not be claimed for reimbursement:

- Liquor
- Personal telephone calls
- Personal expenses
- Legal expenses for personal misconduct such as traffic violations, etc.

3.8 Business Meeting Expense:

3.8.1 Members of Council may incur expenses for meetings with non-constituents while conducting business on behalf of the Village of Queen Charlotte.

- receipts are required
- name of guest(s) is required
- nature of business conducted is required

3.9 Other Expenses:

3.9.1 The following additional kinds of expenses may be claimed, with receipts, under this policy:

- Long distance or local business communications, office services, supplies and cost of written materials;
- Reasonable family (see definition below) care expenses incurred to accommodate a councillor's attendance at a council or committee meeting or to travel on behalf of council.

3.10 Village of Queen Charlotte Credit Card:

3.10.1 The Village of Queen Charlotte credit card may be used to confirm reservations, or to pay for registration fees and accommodation as appropriate with approval of the CAO, CFO and/or by resolution of council.

4 Insurance:

4.1 The Village of Queen Charlotte will pay for the cost to upgrade vehicle insurance, for one vehicle, from personal use to business use, for Council members who are required to use their personal vehicles while engaged on municipal business.

4.2 Subject to Council approval, the Village of Queen Charlotte will pay the deductible if a member of council is involved in property loss, damage or accident claim, which is not their fault, while on approved Village of Queen Charlotte business travel outside of the municipality or on municipal property. (See.3.7)

Definition of Family under 3.9.1:

For the purpose of this section, 'family' is defined as: ***any member of the councillors immediate family for whom the member of council is the primary care giver in his or her home and includes a child, grandchild, spouse, parent or grand-parent.***

Schedule 'A' to Council Travel Policy

VILLAGE OF QUEEN CHARLOTTE

TRAVEL CLAIM – COUNCIL / MAYOR

NAME: _____

PURPOSE OF EVENT: _____

LOCATION: _____

DATES OF TRAVEL: _____

PER DIEM - \$30.00 FULL DAY OR \$15.00 HALF DAY AWAY FROM HAIDA GWAI TOTAL \$ _____

MEALS: BREAKFAST: \$15 X _____ LUNCH: \$20 X _____ DINNER: \$30 X _____ TOTAL \$ _____

MILEAGE:
RETURN TRIP _____ KM @ \$ _____ (CRA RATE /KM) TOTAL \$ _____

AIR EXPENSES:
RETURN TRIP TO: _____ TOTAL \$ _____
(IF CHARGED TO CREDIT CARD ATTACH RECEIPT)

MISCELLANEOUS EXPENSES (ATTACH RECEIPTS)

FERRY CHARGES:	GOING	\$ _____
	RETURN	\$ _____
PARKING CHARGES		\$ _____
TAXI-LIMO CHARGES		\$ _____
HOTEL		\$ _____
OTHER		\$ _____

TOTAL MISC.: \$ _____
TOTAL EXPENSE: \$ _____
LESS ADVANCE: \$ _____
TOTAL PAYABLE: \$ _____

AUTHORIZATION: _____ (BUDGET , POLICY OR RESOLUTION NUMBER)

SUBMITTED BY: _____ DATE: _____

REVIEWED/APPROVED BY: _____ DATE: _____

