

Village of Queen Charlotte

COUNCIL POLICY

Name of Policy: Employee Expense Reimbursement and Travel Policy

Reference No: 14.0

Date Adopted: June 21, 2010 R2010/33/11

A. Purpose:

Employee travel away from Haida Gwaii must be authorized by the current years Financial Plan or by a council resolution. All employees of the Village of Queen Charlotte 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.

Except as approved in advance by a department head or the CAO, overtime incurred while travelling is not an allowable expense.

B. Policy:

1. Authorization:

1.1 Travel away from Haida Gwaii must be authorized in advance by Council resolution.

1.2 Exceptions to 1.1 are:

1. travel that is approved by the Chief Administrative Officer (CAO) or exempt manager as applicable and:

- a. is directly associated with the employees job;
- b. there is no overnight accommodation required; and,
- c. there are sufficient funds in the applicable budget for travel.

2. 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 Completed travel expense claims must be approved for payment by the CAO or by the appropriate exempt manager; The CAO's travel expenses will be approved by the Mayor;
- 2.3 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 Allowable Expenses:

3.1 Transportation:

- 3.1.1 Air: employees are authorized to book the most economical tickets for air travel. Receipts must be submitted.
- 3.1.2 Private Vehicle: (Car pooling is encouraged for employees traveling to the same location to minimize costs and GHG emissions)
 - Employees will be reimbursed for use of their personal vehicle at the rate set annually by the Canada Revenue Agency;
- 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 or government rate must be requested when booking or renting vehicles. Receipts must be submitted.

3.2 Accommodation

- 3.2.1 Employees 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 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, employees 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, employees 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: \$12.00
- Lunch: \$ 13.00
- Dinner: \$ 25.00

3.3.2 When a meal is paid for by a 3rd party or is included in a prepaid conference or workshop fee, the established rate for that meal will be deducted from an expense claim.

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

3.3.4 The per diem rate while travelling is:

- \$30.00 per day
- \$15.00 per half day (before noon/after noon)

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 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 Expenses incurred for personal travel either before or following approved business travel must not be included in a claim for reimbursement of expenses.
- 3.6 Advances:
- 3.6.1 A request for a travel advance to a maximum 80% of the estimated cost must be submitted to the Treasurer 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 the employee 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 Expense Form, Schedule 'A', and receipts.
- 3.7 Expenses Not Allowed:
The following expenses may not be claimed for reimbursement:
- Liquor
 - Personal telephone calls (included in per diem)
 - Personal expenses
 - Overtime (unless approved in advance)
- 3.8 Other Expenses: (receipts required)
- 3.8.1 Long distance business phone calls or local business communications, office services, supplies and costs of written materials required for work purposes.
- 3.8.2 Where travel is required by the employer, reasonable family care expenses (definition below) to a maximum of \$500.00 per year per employee may be claimed. Receipt required.
- 3.9 Business Meeting Expense:
The CAO, CFO and/or SPW may incur meeting expenses 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
- 3.10 Village of Queen Charlotte Corporate 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 for approved purposes.

3.10.2 The Corporate credit card will be retained in the custody of the CAO and CFO.

4 Insurance

4.2.1 Subject to Council approval, the Village of Queen Charlotte will pay the vehicle insurance deductible if an employee is involved in 'no fault' property loss, damage or accident claim while on approved Village of Queen Charlotte business travel outside of the municipality.

4.2.2 A written report to council is required.

5. Consultant Travel Expenses:

5.1 When considering proposals for consultant services, staff will evaluate the degree to which the proposed travel expenses meet or exceed the provisions of this policy.

5.2 On a scale of 10 points, one point will be deducted for each percentage that the proposal exceeds the travel expenses included in this policy.

Definition of Family under 3.8.2:

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

Schedule 'A'
Village of Queen Charlotte
Employee Travel Expense Claim Form

NAME: _____

PURPOSE OF EVENT: _____

DATES OF TRAVEL: _____

PER DIEM - \$30.00 FULL DAY OR \$15.00 HALF DAY TOTAL \$ _____

MEALS: BREAKFAST: \$12 X _____ LUNCH: \$13 X _____ DINNER: \$25 X _____ TOTAL \$ _____

MILEAGE:
 RETURN TRIP _____ KM @ .____ (CRA RATE) 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: \$ _____

ACCOUNT TO CHARGE _____ AUTHORIZATION: _____

SUBMITTED BY: _____ DATE: _____
 (SIGNATURE)

