

## **CITY OF GRAND FORKS**

**POLICY TITLE:** Travel Expense Allowance

**POLICY NO:** 112-A1

**EFFECTIVE DATE:** September 14, 2015

**SUPERSEDES:** MARCH 6<sup>TH</sup>, 2012

**APPROVAL:** Council

**PAGE:** 1 of 4

### **POLICY:**

The Chief Financial Officer (CFO) or the Chief Administrative Officer (CAO) on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a Council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

### **PURPOSE:**

To reimburse allowable travel expenses associated with City business and ensure expenditures are accountable, cost effective and practicable.

### **PROCEDURE**

1. All travel must be authorized prior to departure using the standard City travel form authorization. The CAO will approve Mayor and Council expense claims. CAO or Manager will pre-approve staff attendance and days of travel.  
Any attendance at pre-convention and post-convention seminars and courses must be approved prior to departure.
2. All travel reservations for mode of travel, car rental, event attendance and accommodation should be made by City staff who should obtain most economical rates. City staff should use City credit cards.
3. All allowable travel expenses other than per diem costs may be paid with City credit cards by card holders.
4. Original expense receipts and documentation on reason for travel such as meetings, conference, training, etc. should be attached to travel claim. All expense receipts should indicate event, person for and date.
5. Travel claim to be completed within 5 working days after travel and submitted on the standard City travel expense form.
6. Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the City Chief Administrative Officer must be sought before an expense is incurred.
7. Travel advances of City representative's meal and incidental allowances may be applied for when travel is for 5 or more working days. Travel advances may be permitted as authorized by the CAO.
8. Spousal travel costs will be paid by the City representative unless specifically authorized otherwise by the Chief Administrative Office.

9. All claims for reimbursement of expenses must be signed by the claimant, CFO and Manager or CAO who has responsibility for the budget where the expenditures will be charged.

**TRAVEL BY VEHICLE-** If available for use, using a City owned vehicle for City business should be the first priority mode to minimize costs. Fleet should be booked as soon as travel approved.

- Actual expenses incurred supported by receipts will be reimbursed. No mileage claim is allowed for City owned vehicles.
- When City owned vehicle is not available and personal vehicle has to be used then reasonable expenses upon proof of payment will be reimbursed including actual mileage.
- If personal vehicle is preferred vehicle of choice then mileage allowance must be approved by CAO prior to travel. Otherwise only actual expenses such as fuel, ferry, parking supported by receipts will be reimbursed.
- Mileage reimbursement will be at the rate approved by CRA allowance.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled, provided by an acceptable explanation or at the discretion of the CFO or CAO or acting person therein.

#### **ACCIDENT DEDUCTIBLE REIMBURSEMENT**

- Where City staff's personal vehicle is involved in an accident outside the Municipal boundaries, while performing the duties of the City and provided the member is not at fault and had sufficient business insurance coverage, the City shall reimburse the amount of the deductible the member is required to pay.

#### **TRAVEL BY AIRFARE**

- City staff should book air travel. Lowest possibly economy fare should be booked.
- Payment of actual costs of domestic economy airfare rates or actual costs of international economy airfare rates.

#### **CAR RENTAL**

- Car rental to travel to destination may be an economical mode of travel. A car rental quote should be obtained by City staff to ensure cost effective.
- Car rental at the destination may be appropriate when a cost savings can be justified such as travelling in a group of 3 or more City representatives and requiring numerous taxi rides each day.

#### **FERRY, BUS, TRAIN, SHUTTLE, AIRPORT LIMO, TAXI FARES**

- Actual cost supported by receipt.

#### **ACCOMMODATION**

- Actual hotel room cost for single accommodation supported by hotel/motel receipt and tips and gratuities. Hotel expenses such as in room movies, mini bar are not allowed.
  - o City staff to make reservations and to obtain government rate or

special event rate where applicable. When a spouse accompanies an employee on a trip only the single rate will be allowable.

- Alternate accommodation allowance of \$40.00 per night in lieu of hotel will be allowed without submission of receipts.
- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City unless circumstances such as unsafe weather arises.
- Actual cost of business internet, telephone and telefax charges supported by receipts.

**WORKSHOP, SEMINAR OR CONVENTION REGISTRATION/COURSE/TRAINING MATERIALS/FEES** Actual costs supported by receipts.

**MEALS:**

<b><u>DAILY MEAL</u></b>	<b>WITHIN MUNICIPAL BOUNDARY</b>	<b>OUTSIDE MUNICIPAL BOUNDARY</b>	<b>VANCOUVER- 100 KM RADIUS &amp; INTERNATIONAL</b>
<b>Breakfast</b>	<b>\$15</b>	<b>\$15</b>	<b>\$20</b>
<b>Lunch</b>	<b>\$20</b>	<b>\$25</b>	<b>\$30</b>
<b>Dinner</b>	<b>\$30</b>	<b>\$35</b>	<b>\$40</b>

-Meal allowance in lieu of actual costs is provided while on travel status requiring overnight stay.

-The per diem allowance for the day of departure and day of return will be calculated on a pro rate basis with one half the per diem payable for any portion of the day prior to 12:00 non and one –half of the per diem payable for any portion of the day after 12:00 noon.

-Travel of less than one day by City representative can claim actual costs of expenses supported by receipts. Reimbursed expense must not exceed meal allowance amount.

-Meal rate will be reduced when a meal is provided at the function attending.

-International meals will be the foreign currency equivalent to allowance.

**DAILY INCIDENTAL ALLOWANCE:**

- A per diem allowance of \$15.00 for reimbursement for incidental expenses such as dry cleaning, gratuities, etc will be paid for each full day of travel status

**TELEPHONE/FAX**

- Actual costs supported by receipt.

### **MEMBERSHIP FEES/DUES**

Actual costs in approved and direct work-related organizations.

### **PARKING FEES**

- Actual costs supported by receipts.

### **TRAVEL INSURANCE**

- Actual costs supported by receipts.

### **OTHER REIMBURSEMENTS**

- Entertaining visitors, guests, members of Council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts. Actual costs for extra meals supported by receipts. Names of persons entertained and company name, City business must be indicated on receipts.

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### **INELIGIBLE EXPENSES FOR REIMBURSEMENT:**

- Vehicle infractions
- Alcoholic beverages
- Parking tickets, fines, towing charges
- Vehicle damages
- Mini bar chargers, in-room movies or personal services
- Costs for spouse/partner programs unless approved as allowable
- Recreation and social activities not included in registration fee

### **SPOUSAL/PARTNER EXPENSES**

- Spousal expense may be paid by the City if it is beneficial for the interests of the City, such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.
- Spousal expenses may be paid in relation to Banquet/Reception meals

Other expenses of the spouse shall not be reimbursed by the City and are the costs of the City representative.