

**TOWN POLICY NAME:**

Travel and Expense Policy

**POLICY NO:**

014/2023

**RESOLUTION:**

2023-558

**ADOPTED BY:**

Town Council

**SUPERSEDES:****RESCINDS:** 005/2023**PREPARED BY:**

Administration

**EFFECTIVE DATE:**

December 19, 2023

**REVIEWED BY:**

Administration/Council

**REVIEW DATE:**

December 2024

**1. POLICY STATEMENT**

As approved by Council, the Town of Rocky Mountain House will pay reasonable travel and expenses necessarily incurred, by Council members, or employees, for travel and/or expenses while on Town business, in accordance with this policy, and the approved annual budget allocations.

**2. POLICY PURPOSE**

The purpose of this Policy is to establish a fair and equitable rate and method of expense reimbursement. The Travel and Expense Policy applies to expenses incurred while on authorized business travel outside of the Town of Rocky Mountain House, and to expenses incurred while hosting a business activity locally.

**3. DEFINITIONS**

- 3.1. **"Out of Town Travel"** means travel outside of the Town of Rocky Mountain House corporate boundaries. This does not include travel to Town-owned property outside the corporate limits;
- 3.2. For the purposes of this Policy, **"employee"** includes all authorized employees, Mayor, Councillors and Council-Appointed Commission, Board or Committee Members.

**4. GUIDELINES/PROCEDURES/RESPONSIBILITIES****4.1. Responsibilities**

**a. The Mayor:**

- i. The Mayor to review and sign any expense claim resulting from travel and/or expenses on Town business, as submitted by a Councillor, or any Member of a Board, Commission or Committee member.
- ii. Review and approve any expense claim resulting from travel and/or expenses on Town business, as submitted by the Chief Administrative Officer (CAO).

**b. The Deputy Mayor:**

- i. The Deputy Mayor to review and approve any expense claim resulting from travel and/or expenses on Town business, as submitted by the Mayor.

**c. The CAO:**

- i. The Chief Administrative Officer to review and co-sign any expense claim resulting from travel and/or expenses on Town business, as submitted by any Council member, or any Member of a Board, Commission or Committee member.
- ii. Review and approve any expense claim resulting from travel and/or expense on Town business, as submitted by any employee under their supervision.

**d. Department Heads:**

- i. The Director or designate to review and approve any expense claim resulting from travel and/or expenses on Town business, as submitted by any employee under their supervision.
- ii. The Director or designate scans the claim for accuracy, signs and forwards to Accounts Payable for processing.

**e. Director of Corporate Services:**

- i. The Director of Corporate Services shall provide forms and procedures suitable for the processing of expense claims under this policy. All employees who are eligible for a claim, are required to submit a signed claim form, to receive the reimbursement on the bi-weekly payroll.
- ii. Audit and check all expense claims to ascertain that they have been submitted and approved in accordance with this policy.

**f. Traveling Person/Employee:**

- i. Complete and submit appropriate forms, receipts and other documents as required by this policy within ten (10) days of return, except those claims of less than \$10.00 shall be held until claims accumulate to \$10.00 or more, or a 60-day period has passed. Receipts must show the GST amount and GST registration number, where applicable.

#### 4.2. **Authority to Travel**

**All travel shall be authorized as follows:**

- a. Members of Council shall be authorized by Council, as per Remuneration Policy.
- b. Members of Boards, Commissions, and Committees, or any other authorized person shall be authorized by the Director where funds exist for the purpose proposed.
- c. The CAO shall be authorized by the Mayor.
- d. Directors shall be authorized by the CAO.
- e. Employees shall be authorized by the Director to which they report.
- f. Where funds have not been provided in the current budget for the travel and or expense proposed, the prior approval of Council shall be obtained.
- g. In all cases, the actual receipted cost, showing GST amount and GST registration number, for Program/Conference/Workshop Registration Fee is required.

#### 4.3. **Transportation Standards**

- a. All travel shall be by the most direct route and the most economical means of transportation, with the normal mode of travel being by automobile or air. When a person chooses to travel by other than the most economical means, that person shall only be reimbursed for an amount equaling the cost of the most economical means of transportation.
- b. While traveling on Town business with a Town Vehicle, permission may be granted to combine personal time with official duties. Claims for expenses will be paid on the basis of the expenses that would have been incurred had the trip been made under business circumstances only.
- c. Air travel shall be by the lowest available economy fare, except where acceptable connecting flights cannot be arranged.
- d. Travel by automobile may be authorized to replace air travel, but expenses paid for such travel shall not exceed the equivalent cost of airfare.
- e. Where possible, persons traveling to and from a destination at the same time shall utilize the same vehicle. Only the operator of the vehicle shall be entitled to receive travel expenses for that vehicle. Carpooling is encouraged whenever possible.
- f. When travel in urban centers requires travel by taxi, reimbursement shall require receipts.
- g. Where a car rental is considered to be the most economical in terms of time, cost, time and/or actual cost, it shall be utilized.

- h. Travel to and from destination airports shall be by airport bus where available and where time or cost requirements do not require other methods of travel.

#### 4.4. **Accommodation Standards**

- a. Reimbursement will be given for actual and reasonable commercial accommodation, with receipted cost of accommodation showing GST amount and GST registration number.
- b. Rate reductions, special offers and government rates shall be utilized wherever possible.
- c. Permission may be granted to utilize private arrangements for overnight accommodations and will be paid a private accommodation rate of \$50.00 per 24-hour period.

#### 4.5. **Meals and Gratuities**

- a. Meals may be claimed at the following rates based on Canada Revenue Agency (CRA) rates:

Breakfast:	\$15.00
Lunch:	\$20.00
Dinner:	\$34.00

- b. The preferred method for meal compensation is to provide receipts. To be eligible for the meal allowance, the employee must be away from his residence or usual workplace during the following times and have ordered and consumed a meal that a receipt could not be obtained:

7:30 A.M.	Breakfast
12:00 Noon	Lunch
5:30 P.M.	Dinner

- c. Single meals that exceed the amounts provided above, may be claimed, subject to receipts being provided, with a maximum gratuity of 18%.
- d. Alcohol is not an eligible expense for reimbursement.
- e. Room services charges will not be reimbursed or room service charges/meals that do not fall within the three meals outlined in 4.5.b.

#### 4.6. **Other Expenses**

- a. Parking Charges; actual expenses may be claimed based on submitted receipts. Parking meter charges to be covered under other and advised that no receipt was available.
- b. Car Rentals; actual expenses may be claimed based on submitted receipts.
- c. Miscellaneous Business Expenses; actual expenses may be claimed based on submitted receipts for expenses such as office supplies, faxing, photocopying, etc.

- d. Persons traveling may utilize travel bonus benefits provided that no additional expenses are incurred by the Town.

#### 4.7. **Receipts**

- a. Where receipts are required by this policy, the original receipt received shall be submitted with the traveling person's expense claim.
- b. Where a receipt cannot be obtained or has been lost, the expense claim shall only be approved after the approving authority has satisfied themselves that the claim made is accurate and a **Lost Receipt Form** is submitted.
- c. Goods and Services Tax shall be reported separately when amounts are known. Where G.S.T. amounts are not known, the expenses shall be described as "G.S.T. included".

#### 4.8. **Payment**

- a. Payment of any expense claim checked for correct submission and approved appropriately, shall be made within twenty (20) working days of expense submission.

#### 4.9. **Mileage, Insurance, Vehicle Allowance**

- a. Employees who use their personal vehicle for Town business within the corporate boundaries may claim mileage or may be provided with a monthly vehicle allowance, at the discretion of the Chief Administrative Officer (CAO).
- b. When more than one individual travels by personal car to attend the same function, kilometers will be paid for one vehicle only, unless other arrangements are approved by the CAO prior to the trip.
- c. Mileage or vehicle allowance for out-of-town travel will be approved for the employee to conduct Town business at the following rates which are based on the current CRA:

<b>Vehicle Kilometer Rate (For privately owned vehicle)</b>	
If Town owned vehicle is not available	\$0.68/km
For personal vehicle usage if Town owned vehicle is available	\$0.16/km

- d. A monthly vehicle allowance for an employee must be approved by the Chief Administrative Officer (CAO). The maximum monthly allowance shall be two hundred dollars (\$200.00). This allowance is considered taxable by the CRA. The vehicle allowance shall be approved based on the typical monthly requirement as follows:

20 days per month - \$200.00  
15 days per month - \$150.00  
10 ays per month - \$100.00

- e. Employees who do not receive a monthly vehicle allowance but use their personal vehicle if the Town vehicle is unavailable for Town business may claim seven dollars and fifty cents (\$7.50) per trip. Where possible, multiple stops should be combined into one trip. Administration will retain the right to deny multiple trips in short periods of time if the activities look like they could have been combined.
- f. All employees claiming mileage may be required to provide a statement from an insurance agent indicating if business insurance is or is not required when using a personal vehicle on Town business (minimum \$1,000,000.00 liability insurance). Any additional costs will be reimbursed with the submission of a receipt relating to the required upgrades to the employee's personal insurance to business insurance.

**4.10. Telephone/Cell Phones**

- a. Employees who use their personal cell phones on a regular basis, and who are not provided with a Town-owned cell phone, are provided with a monthly allowance of \$50.00, at the discretion of the Chief Administrative Officer.

**4.11. Registration Fees**

- a. Registration fees will be reimbursed, provided the conference, workshop, course or other event has been approved by their delegated authority and is within budget.
- b. If the course is for a certificate program of any type, an educational plan must be completed and approved by the CAO prior to commencing the course.

This Policy rescinds Town Policy 005/2023.

Redacted under Section 17 of the FOIP Act.

Deputy Mayor Marley Capraro

Redacted under Section 17 of the FOIP Act.

CAO Dean Krause