



POLICY-PROCEDURE MANUAL

TITLE: EXPENSE POLICY TRAVEL & OTHER EXPENSES

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J.A. Currie	Council	C.M. April 5, 1976 C.M. August 14, 1978 C.O.W. June 8, 1981
J. Gustafson		August 26, 1991
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T. Hall	Council	April 3, 2000
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Reason

A statement of policy and procedure is required to govern the reimbursement of District officials for expenses incurred.

Expenses for the Mayor, Councillors, Commission Members, Committee Members, employees and other representatives of the District shall be as follows:

Expenses Related to Travel:

Air Fare and Commercial Transportation

All air transportation costs shall be purchased or reimbursed at economy class rates. Claims for reimbursement will be paid upon submission of a duly approved claim form accompanied by a receipt for payment. Persons travelling are to make all reasonable efforts to secure discounted rates where practical.

The District will only provide reimbursement for air-tickets that were purchased. Reimbursement will not be provided for tickets secured through use of rewards programs.

Mileage

Personal Vehicle – When a member of Council or Appointed Official elects to travel by private automobile, or a Department Head authorizes an employee to travel by private automobile, reimbursement shall be the lesser of:

- (a) The actual mileage at the Canada Revenue Agency usage rate per running kilometre;
- or,

- (b) The economy class airfare that could have been obtained based on booking when the trip was confirmed, plus the Canada Revenue Agency mileage usage rate for travelling to and from Northwest Airport and required travelling at destination.

This will apply only to the car owner when more than one delegate is travelling in the same car.

Alternative Travel – If alternative travel is utilized the amount reimbursed will be the lesser of:

- (a) The actual costs incurred; or,
(b) The economy class airfare that could have been obtained based on booking when the trip was confirmed, plus the Canada Revenue Agency tax exempt allowance mileage usage rate for travelling to and from the Northwest Airport.

If District owned transportation is utilized no mileage allowance will be reimbursed and only fuel, oil or other vehicle related expenses will be paid.

All employees must use the best method of travel to minimize time away from the office. If a person chooses to drive, when travelling by air would have reduced travel time, the additional time spent driving must be taken off as vacation time used.

Airport Transfers/Taxis

Airport transfers and taxi costs will be reimbursed at cost upon submission of a duly approved claim form accompanied by receipts.

Car Rental

Car rental will only be used where:

- (a) it is more economic than other methods of travel;
(b) it is the only practical way to reach a destination.

Car rental size will be dependent upon the number of people using the vehicle. Car rentals will be reimbursed upon submission of a duly approved claim form accompanied by receipts. Always request the Government Rental Rate for the vehicle.

The District of Kitimat has a Non-Owned Automobile Policy and can purchase Rental Vehicle Policies for a minimal daily cost (\$10 per day versus the rental agencies \$25-\$30 per day) for use of employees requiring rental vehicles on District of Kitimat Business.

The following procedure should be followed when planning an out of town trip that will require the rental of a vehicle:

- 1) Contact Purchasing Department at least 3 working days prior to your trip and tell them the dates that insurance will be required and the account code for your travel expenses.
- 2) The Purchasing Department will arrange to get you copies of the Non-Owned Automobile and the Rental Vehicle Policies.

- 3) Take these copies with you to show at the rental agency when taking delivery of the vehicle.
- 4) Decline the insurance coverage offered by the rental agency.
- 5) Keep the copies of the Insurance Policies in the rental vehicle.

Hotels/Motels

Hotel/motel accommodation should be selected on the basis of convenience to the place of business and cost. Receipts need to be submitted in order to be reimbursed for accommodation.

Per Diem

District personnel when travelling upon the District's request or attending an approved conference, course or seminar shall receive \$80.00 per diem for each night away, to cover all meals, tips and gratuities, and incidental costs. Per diem is based on the assumption of the most direct transportation available. For example, a person who chooses to drive instead of flying would claim per diem based on having flown. Expenses incurred during a day trip (e.g., Terrace) will be reimbursed at casual meal rate. No receipts are required to be submitted.

When a meal is included in a pre-paid conference or workshop, the established rate for that meal as noted under Casual Meals will be deducted from the per diem or expense claim. If all meals are provided in a pre-paid conference or workshop, a \$15.00 per diem will be provided to pay for other incidental costs.

Business related expenses such as telephone, airport parking and photocopying expenses will be reimbursed in addition to the per diem. Personal expenses such as phone calls, laundry, violation tickets or other items will not be reimbursed.

When travel requires over 24 hours absence from Kitimat, the per diem allowance will be calculated as 24 hours from the time the person leaves Kitimat. Any subsequent per diems will be calculated on the same basis, and if any casual meals are required they will be determined as per the rates defined for casual meals.

Casual Meals

In cases where full per diem expenses need not be incurred, the following will, in lieu of a per diem allowance, be paid for casual meals:

- (a) Breakfast - \$20.00
- (b) Lunch - \$25.00
- (c) Dinner - \$35.00



Schedule of Casual Meals

		Time at Return		
		Between 7:00 am – 12:00 noon	Between 12:00 noon – 6:00 pm	After 6:00 pm
Time at Departure	Before 7:00 am	Breakfast	Breakfast and Lunch	Breakfast, Lunch, Dinner
	Between 7:00 am – 12:00 noon	Not Applicable	Lunch	Lunch and Dinner
	Between 12:00 noon – 6:00 pm	Dinner and Breakfast	Not Applicable	Dinner

* Travel must be longer than 2 hours to be eligible for casual meals to be paid

Extra Expense

Where for unavoidable reasons actual expenses exceed the allowances specified herein, the Chief Administrative Officer may approve reimbursement of actual expenses if provided with a satisfactory explanation as to why the expenses were incurred.

Private Residences

District personnel using private accommodation (friend, relative, etc.) shall be reimbursed at a rate of \$35.00/night.

Travel Advances

Approved travel advances shall be paid to 75% of estimated final claim. If an advance payment exceeds the actual expenses the amount must be repaid to the District within two weeks.

Varying Expenses for Councillor/Employee Initiated Travel

Where travel is initiated/facilitated by the employee or Councillor, travel expenses may be varied, in advance, to meet budget and/or operational requirements that allow the travel to take place.

Other Expenses:

Registration Fees

The District will pay registration fees for the event, including any additional fees for opening receptions, lunches and banquets. For any meals included in the registration or paid as part of the registration, the District will deduct the established rate for meals as noted under Casual Meals from the per diem allowance or expense claim.

The District will not pay for any pre-conference or other events that are not related to municipal business (e.g. golf tournaments or wine tours).



Expense Claim Approval:

The District will reimburse for authorized expenses. Request for expense reimbursement must be submitted on a duly approved form accompanied by original receipts.

Expense claims will be approved as follows:

Expense claims for District employees, Commission Members, Committee Members, and other District representatives of an amount of \$1,000 or less are approved by the Department Head (or designate);

Expense claims for District employees, Commission Members, Committee Members, and other District representatives over \$1,000 are approved by the Department Head (or designate) and the Chief Administrative Officer;

Expense claims for Department Heads of any amount are approved by the Chief Administrative Officer;

Expense claims for the Chief Administrative Officer of any amount are approved by the Mayor;

Expense claims for Councillors of any amount are approved by the Mayor and/or the Chief Administrative Officer;

Expense claims for the Mayor of any amount are approved by the Chief Administrative Officer.