FINANCE POLICY

TITLE: Travel Expense Reimbursement	**POLICY #: F-03-2021**
Authority: Council	**Effective Date:** August 26, 2008 **Review Date:** April 1, 2025
Issued By: Kristine Hardy, Executive Assistant **Issued Date:** February 23, 2021	**Approved By:** Council **Approved Date:** August 26, 2008 **Amended:** July 25, 2022 **Resolution #: R-2022-187**

PURPOSE: To establish procedures Council, Staff and Employees traveling on behalf of the Village of Ashcroft.

POLICY:

THAT if a member of Council, staff or employee is authorized to represent the Village, engage in Village business or attend a meeting, course or conference outside the Village's boundaries, they are entitled to be reimbursed for travel costs incurred as outlined within this policy. For the purpose of this policy an employee also includes a member of the volunteer fire department.

1. **Travel Authorization**

   a. Members of Council are authorized to attend the annual Union of British Columbia Municipalities (UBCM) and the Southern Interior Local Government Association (SILGA) conventions as per Policy C-01-2021

   b. Members of Council and their alternates who have been appointed to the following boards and committees are authorized to travel to all scheduled meetings:

      - Gold Country Communities Society
      - Thompson Nicola Regional District
      - Northern Development Initiative Trust
      - Metro Vancouver Solid Waste Meetings

   c. All other travel by council requires a resolution of Council provided it has been included in the annual budget

   d. All travel by staff/employees requires prior approval of the Chief Administrative Officer and must be included in the annual budget

   e. All travel by the Chief Administrative Officer requires prior approval by the Mayor and must be included in the annual budget

2. **Expense Claims Approval Authority**

   a. The Chief Financial Officer (or delegate) must approve all expense claims

b. The Chief Administrative Officer must initial all expense claims submitted by the Mayor and Councillors and Chief Financial Officer

c. The Mayor must initial all expense claims submitted by the Chief Administrative Officer

3. **Eligible Expenses**

A. Transportation

a. When the use of a private vehicle is used, reimbursement shall be paid at the same rate as that paid by the Province of British Columbia

b. When a private vehicle is used for municipal business, the owner must ensure that there is adequate insurance coverage. Minimum $2,000,000 liability insurance is required. The Village will not reimburse any insurance deductible that is applicable. The Village will not assume any liability on behalf of the council member, staff or employee in the event of inadequate insurance coverage.

c. All other expenses relating to transportation such as taxi/bus fares, parking fees and related charges shall be paid as necessarily incurred and supported by original receipts.

d. When it is necessary or economically feasible, travel by air will be reimbursed at economy airfare rates supported by original receipts.

B. Accommodation

a. Accommodations shall be arranged by the Chief Financial Officer (or designate) and shall be requested with as much advance notice as possible.

b. Accommodation costs may be claimed on the basis of actual costs, including associated parking levies and telephone charges relative to municipal business, plus applicable taxes and supported by original receipts. The Government rate should always be requested.

c. Additional accommodation costs that are incurred when a spouse or family member travels are not the Village's responsibility and must be deducted from the expense claim form.

d. Where accommodation is arranged or accepted at a relative or friend's residence, a nightly rate of $50 will be paid to cover a house gift or other expression of thanks. No receipt is required.

C. Daily Expenses

a. The per diem allowance of $75 per day when travel is outside the Village boundaries is calculated as follows:

Breakfast	$15
Lunch	$25
Dinner	$35

b. The per diem must be reduced for each meal included in the meeting, course or conference registration.

c. When the absence is for less than a full day, only meals within the time period may be claimed at the above rates. When travel for the day originates at their residence, the breakfast allowance may not be claimed.

d. Receipts are not required when claiming the daily expense rates.

D. Registrations

a. Registration fees for training sessions, seminars, conferences, etc. shall be paid in full for each authorized and approved registrant, in advance and directly to the sponsoring organization.

b. Registration fees for pre-conference functions (such as golfing, wine tours, etc.) are not the responsibility of the Village and must be deducted from the travel expense claim form.

c. Registration fees for partners to attend meetings, courses or conferences are not the responsibility of the Village and must be deducted from the travel expense claim form.

E. Advances

a. Travel advance requests must be approved by the Chief Administrative Officer or Chief Financial Officer and shall be for a maximum of 80% of the estimated costs.

b. Travel advance requests shall be submitted on the designated form attached as Schedule "A" to this policy. Requests must be submitted at least 10 days in advance of the expected date of travel.

F. Reimbursements

a. Travel expense claims must be submitted on the prescribed form attached as Schedule "B" to this policy. All applicable and original receipts shall be attached to the expense claim form.

b. Travel expense claim forms must be submitted within seven days of return.

c. Travel advances must be included in the travel expense claim form where indicated and unused funds must be returned to the Village within seven days.

4. Mayor's Discretionary Expenses

a. Any expenditure by the Mayor or Deputy Mayor for the hosting of individuals and/or organizations for municipal purposes will be reimbursed subject to approval by the Chief Administrative Officer. Approval is subject to the funds being included in the annual budget.

5. Municipal Credit Cards

a. No member of council, including the Mayor, will be provided with a municipal credit card.

b. The Chief Financial Officer, the Chief Administrative Officer and the Foreman shall be provided with municipal credit cards to be used solely for municipal purchases when no other method of payment is available.

6. Effective Date

August 26, 2008
Amended July 25, 2022