



TOWN POLICY

POLICY NUMBER: 1801

REFERENCE:

Council 138.03.09

ADOPTED BY:

Town Council
20 July 2011

PREPARED BY: Administration

DATE: 21 December 1998

TITLE: **Employee Expense Policy**

Page 1 of 7

Policy Statement

The Town of Strathmore will pay reasonable personal and travel expenses necessarily incurred to staff for travel and/or entertainment expenses while on Town business.

1. **Definitions**

1.1 **Council** means the Council of the Town of Strathmore, in the Province of Alberta.

1.2 **Directors** means all Director level management positions.

1.3 **Interviewee** means a candidate for a staff position required to travel to a scheduled interview.

2. **Responsibilities**

2.1 Mayor to;

2.1.1 Review and approve any expense claim resulting from travel and entertainment on Town business, as submitted by the CAO.

2.2 CAO (Chief Administrative Officer) to;

2.2.1 Review and approve any expense claim resulting from travel and entertainment on Town business, as submitted by any Director.

2.3. Directors to;

2.3.1. Review and approve any expense claim resulting from travel and entertainment on Town business, as submitted by any staff member under their supervision.

2.4 Traveling Person;

2.4.1 .Complete and submit appropriate forms, receipts and other documents as required by this policy within 10 days of return.

2.4.2. Submit reimbursement of advances where required within 10 days of return.

3. **Forms**

3.1 The CAO shall provide forms and procedures suitable for the processing of expense claims under this policy.

4. **Authority to Travel**

4.1 All travel shall be authorized as follows;

4.1.1 Members of Boards, Commissions and Committees shall be authorized by the Chairman where funds exist for the purpose proposed. Where funds being utilized are drawn from a department budget, both the Chairman and the CAO-or Director responsible for the department budget shall authorize.

4.1.2. The CAO shall be authorized by the Mayor.

4.1.3. Directors shall be authorized by the CAO.

4.1.4. Staff and interviewees shall be authorized by the Director to which they report.

4.1.5 Where funds have not been provided in the current budget for the travel expense proposed, the prior approval of Council shall be obtained.

4.1.6 Authority to travel is not required for travel within the Calgary region that does not require overnight accommodation, provided funds are available in the current budget.

5. **Transportation Standards**

5.1. All travel shall be by the most direct route and the most economical means of transportation, with allowance being made for the salary cost of staff or the loss in wages to others. Where a person chooses to travel by other than the most economical means, based on all factors, that person shall only be reimbursed for an amount equaling the cost of the most economical means of transportation.

5.2 While traveling on Town business permission may be granted to combine personal business 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 normal circumstances.

5.3 Except for short journeys where the use of an automobile is usually economical, air travel is to be considered the normal method of transportation.

5.4. Air travel shall be by the cheapest economy rate available, except for the following circumstances;

5.4.1. The least expensive fare is not available and delay in departure or arrival is not acceptable.

5.4.2. Acceptable connecting flights cannot be arranged.

5.4.3. When accompanying someone traveling on a higher class or fare.

5.5 Travel by automobile may be authorized to replace air travel, but expenses paid for such travel shall not exceed the equivalent cost of air fare.

5.6 Where possible, persons traveling to and from a destination at the same times shall utilize the same vehicle. Only the owner shall be entitled to receive travel expenses for that vehicle.

5.7 Inner city travel shall normally be by taxi. Where car rental is considered to be the most economical in salary, cost, time and/or actual cost it shall be utilized.

5.8 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.

6. **Accommodation Standards**

6.1 Reimbursement will be given for actual and reasonable commercial accommodation, based on accommodation that is conveniently located, comfortably equipped, and is in accordance with the requirements of the municipal position held.

6.2 Rate reductions, special offers and government rates shall be utilized wherever possible.

6.3 Permission may be granted to utilized private arrangements for overnight accommodations.

7. **Per Diem, Meals and Gratuities**

7.1. Staff may claim per diems when traveling for business with an overnight stay at the rate of \$25.00 per day.

7.2. The per diem rate includes all costs related to laundry, dry cleaning, personal telephone calls, personal entertainment, and miscellaneous personal expenses.

7.3 Meals may only be claimed when travel occurs during the following times;

7.3.1. Breakfast; when traveling prior to 7:00 am.

7.3.2. Lunch; when traveling at 1:00 p.m.

7.3.3. Dinner; when traveling at 6:00 p.m.

7.4 Meals including gratuities may be claimed, subject to receipts being provided to the following maximums per person per day;

7.4.1 \$75.00 per day

7.4.2 Entertainment of persons, where that entertainment has been previously approved; no maximum.

7.4.3 Full meals included in airfare, conference registrations, etc. may not be claimed unless special circumstances occur, such as Town business prevents use of a preset meal.

7.4.4 Gratuities for meals shall be permitted as an expense, subject to reasonable and normal practice.

8. **Other Expenses**

8.1 Air, Rail and Bus Travel; actual expenses will be paid based on submitted receipts.

8.2 Reimbursement for use of personal vehicles for Town business will be set at the annual rate as set by Canada Revenue Agency. A minimum reimbursement of 10 kilometers per day of travel will be paid on Town business (Example: If an employee makes one trip of 6 km. he will be reimbursed for 10 km. If an employee makes two 6 km. trips in one day he will be reimbursed for 12 km.) Administration will inform Council and staff annually of the current rate.

8.3 Taxis and Airport Buses; actual expenses will be paid based on submitted receipts.

8.4. Accommodation; actual expenses may be claimed based on submitted receipts. Where permission has been granted to utilize private accommodation a reimbursement of \$20.00 per night will be paid without a receipt.

8.5. Telephone Calls; actual expenses may be claimed for costs incurred for telephone calls relating to Town business.

8.6. Parking Charges; actual expenses may be claimed based on submitted receipts, except that no receipt is required for parking meter charges.

8.7. Car Rentals; actual expenses may be claimed based on submitted receipts.

8.8. Miscellaneous Business Expenses; actual expenses may be claimed based on submitted receipts for expenses such as entertainment, secretarial services, photocopying, etc.

8.9. Persons traveling may utilize travel bonus schemes and benefits of such schemes provided that no additional expenses are incurred by the Town.

8.10. If an employee is required to carry extra insurance on his personal vehicle due to Town business, the Town will reimburse the employee for the cost of the additional insurance.

9. **Receipts**

9.1. Where receipts are required by this policy, the original receipt received shall be submitted with the traveling person's expense claim.

9.2. Where a receipt cannot be obtained or has been lost, the expense claim shall only be approved after the approving authority has satisfied himself that the claim made is accurate.

9.3. Where known, amounts paid as Goods and Services Tax shall be reported separately. Where not known, amounts shall include the description "GST included".

10. **Advances and Credit Card Use**

10.1. A cash advance may be obtained for travel purposes upon approval being given to travel. Cash advances shall not exceed 75% of anticipated expenses including per diem rates.

10.2. Credit cards issued by the Town shall only be used for direct expenses, and indirect expenses such as gasoline and oil for personal vehicles shall not be permitted.

11. **Payment**

11.1. Payment of any expense claim found to be correctly submitted shall be made within 10 working days.

11.2. All expense claim payments shall be submitted to Council for review and approval as an Account Paid.

12. **End of Policy**