

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PE-15			Travel and Expenses
Approval	D/M/Y	Resolution #	
Adopted	13/02/2017	17.055	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the reimbursement of expenses at a level that reflects the actual costs incurred by an Elected Official or Municipal Employee while conducting Town business.

1. Policy

- 1.1** The rates and conditions prescribed are intended to avoid economic loss to an Elected Official or Municipal Employee when reasonable and proper expenses are incurred.
- 1.2** Travel and accommodation shall be comfortable and of good quality, neither extravagant nor substandard.

2. Travel

- 2.1** 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, air, taxi, or shuttle.
- 2.2** An Elected Official/Municipal Employee on official business may claim the following expenses with a receipt:
 - (a)** Air fare
 - (b)** Airport shuttle fare;
 - (c)** Bus fare;
 - (d)** Taxi fares;
 - (e)** Automobile rental;
 - (f)** Public Transportation fare.
- 2.3** When an Elected Official/Municipal Employee has been authorized to use his or her personal vehicle for Town purposes, mileage is reimbursed at the rate established by the Town of Vulcan Fees Bylaw for the current year. This expense reimbursement is in lieu of actual expenses for gasoline, oil, repairs, driving violations, insurance and depreciation. Therefore, actual expenses for those items will not be reimbursed when a personal vehicle is used for Town business.

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- 2.4 It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers while on Town business.
- 2.5 Elected Officials/Municipal Employees may claim parking charges based on the actual receipt while using their personal vehicle on Town business.
- 2.6 Elected Officials/Municipal Employees may only submit expenses for fuel if they are travelling in a rented vehicle, or are travelling in a Town vehicle to a destination far enough away that will require additional fuel to ensure safe return. Otherwise, they will be expected to track their kilometres and submit a claim.

3. Accommodation

- 3.1 If an Elected Official/Municipal Employee is required to travel on Town business and overnight accommodation away from his/her regular home is necessary, he/she may claim the actual cost of accommodation on production of receipts to a maximum as established in the Town of Vulcan Fees Bylaw.

4. Meals and Gratuities

- 4.1 Elected Officials/Municipal Employees may claim the actual cost of a meal including taxes and normal gratuity of not more than 15% upon the submission of receipts with the taxes and gratuities indicated on the receipt. If the receipt is lost or unavailable, the maximum expense an Elected Official/Municipal Employee may claim is the flat all-inclusive rate established in the Town of Vulcan Fees Bylaw.
- 4.2 Where meal costs are included on a hotel bill, they must be identified as meal costs.
- 4.3 Where conference or seminar registration includes meals, the Town will not reimburse substitute meals.
- 4.4 Meals may be claimed while attending eligible events if meals are not included in the event program or registration costs.
- 4.5 Meals may be claimed when traveling to eligible events when travel occurs within the following hours.
 - (a) Breakfast – travel beginning prior to 7:00 a.m.
 - (b) Lunch – travel between the hours of 12:00 p.m. and 1:00 p.m.
 - (c) Dinner – travel between the hours of 5:00pm and 7:00pm.
- 4.6 Meal costs must be kept reasonable based on the location of the event and available options. Alcoholic beverages are not reimbursable.

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5. Hosting

- 5.1 Elected Officials or Municipal Administrator may claim reimbursements for the reasonable cost of hosting business associates such as other elected officials, locally or in travel status upon the submission of an expense report, complete with receipts and full details, including the names, which company the persons represent, and the reason.
- 5.2 Claims for expenses for hosting shall be supported with a brief written explanation and receipts.

6. Other Costs

- 6.1 If an Elected Official/Municipal Employee incurs other expenses for which reimbursement is not specifically mentioned herein, he/she may recommend to the members of Council that they be reimbursed for the expenses incurred and the members shall decide by majority vote whether any of the expenses will be reimbursed.

7. Advances

- 7.1 If an Elected Official/Municipal Employee is required to travel on Town business, he/she may request the Municipal Administrator to provide a reasonable advance of money to cover expected expenses.
- 7.2 Any amounts advanced in excess of the actual expenditures must be repaid within five (5) working days of the event.

8. Expense Claim

- 8.1 Elected Officials/Municipal Employees must complete a Personal Expense Claim form.
- 8.2 The authorized Personal Expense Claim will be processed by Accounts Payable.
- 8.3 Reimbursement is made by direct deposit into the employee's bank account in the next expense claim run after the claim is submitted.
- 8.4 The Personal Expense Claim form should be submitted within thirty (30) days of incurring the expense.
- 8.5 For Town employees, Personal Expense Claim forms must be authorized by the employee's Department Head before being submitted to Accounts Payable.
- 8.6 For Members of Town Council or other appointed officials, expense claim forms must be signed by the Mayor or his/her designate. For the Mayor, expense claim forms must be signed by the Deputy Mayor. For the Chief Administrative Officer, expense claim forms must be signed by the Mayor or Deputy Mayor.

- END OF POLICY-