

Village of Lytton

Council Policy

TITLE: Travel Expense Policy	NO. 2022-02
AUTHORITY: Council	FUNCTION: Finance
ADOPTED DATE: March 9, 2022	Resolution#: 22-075

Policy Statement:

The purpose of this policy is to provide guidelines for expenditures that support travel expenses incurred by Council members in performing their diverse roles and in representing their constituents. It also applies to Village Officers and staff for travel and expense reimbursements.

Eligible Expenses:

1. Transportation

- a. Vehicle Travel – when staff travels by automobile, reimbursement for the distance traveled shall be calculated using the Canada Revenue Agency's automobile allowance rate, plus parking, ferry charges and highway tolls, if applicable.

The Village will reimburse members of Council, Officers, and staff for expenses incurred outside a radius of 25 km.

Parking, buses, and taxi's pertaining to Village business can be reimbursed upon return on the Travel Expenses Claim form with corresponding receipts.

Where more than one staff member traveling in the same vehicle only one person may claim the vehicle travel allowance. For the purposes of reporting the expense on the annual Statement of Financial Information (SOFI) report the expense will be split between travelers.

- b. Air Travel – every effort will be made to book airfares well in advance to achieve the most economical rate available. The Village will pay the additional standard seat selection fee to guarantee the seat and the ability to change flights. Airline ticket cancellation fee will be paid for by the Village when there is an unavoidable personal emergency or if required by the Village.
- c. Other Travel – when a staff member elects to travel by a form of transportation other than aircraft or automobile as defined above, the expense reimbursement shall not exceed the equivalent economy airfare for the same destination if airfare was booked 14 days in advance.
- d. Other Travel Expenses – other eligible travel expenses include: travel to and from the airport and hotel /conference centre, airport improvement fees, airport parking fees, valet parking in circumstances where there is no other reasonable parking options. In cases where airlines impose an additional fee for luggage, the Village will pay for one piece of personal luggage.
- e. Vehicle Rental – in addition to the daily / weekly rental, other eligible expenses include kilometer charge, gas and insurance (collision and third-party liability) costs. The government discount or lowest discount rate should be obtained where

possible. Staff members are required to obtain approval in writing from their supervisor prior to renting a car. Vehicles must be returned with a full tank of fuel unless a Village business purpose/reason is provided.

2. Registration Fees

- a. Registration Fees – where possible registration will be paid in full for each authorized and approved registrant in advance, by the Village.
- b. Actual expenses including pre-conference, main conference, social activities scheduled as part of the program and meal / banquet tickets. For Village staff conference attendance must be approved by the CAO in advance.

3. Accommodation

- a. Hotel Accommodations – actual room expenses including the day before and the day after the conference where necessary. All accommodation costs are to be approved in advance by the CAO and where possible the corporate credit card is used. It is recommended that in all cases a business or government rate is obtained with a written confirmation. Upon return receipts are to be submitted on a completed travel expense claim form to the financial officer.

4. Per Diem

- a. Meetings outside a radius of 25 km of the Village of Lytton per diem will apply. The radius is to be calculated using the Village office as the base.
 - i. Meals that have been included in the conference / workshop registration – value will be deducted from the day rate.

Meal rates are to be reimbursed as follows:

Meal	Rate	Additional	Rate
Breakfast	\$15.00	Lower Mainland add \$5.00	\$20.00
Lunch	\$25.00	Lower Mainland add \$10.00	\$35.00
Dinner	\$35.00	Lower Mainland add \$10.00	\$45.00
Total Day Rate	\$75.00		\$100.00

- b. For partial days applicable meals can be reimbursed with receipts.
- c. The conference agenda will be required to be attached to the travel expense claim to verify meals included.
- d. The calculation of times listed in 'b' above includes travel time.
- e. Per Diem will be in Canadian dollars unless travelling outside of Canada. In these instances, the per diem will be in US dollars.
- f. \$25.00 will be considered the full per diem for full days spent at a conference or training session that is held in a residential setting or dorm atmosphere where full room and board is provided. (ie: MATI)
- g. Personal expenses shall not be charged to the Village credit card.
- h. Gratuities and other incidentals are covered in the per diem rate.

5. **Non- allowable expenses**

The following expenses are ineligible for reimbursement:

- a. Laundry, cleaning and valet services;
- b. Expenses of a spouse or other non-staff member;
- c. Compensation for loss or damage to personal property;
- d. Barber, salon, or personal toiletries;
- e. Rental of sports or luxury cars;
- f. Fines, forfeitures or penalties;
- g. Alcohol;
- h. Pet fee
- i. Movie rental in the hotel room;
- j. Items not specifically identified as an approved expense in this policy or not approved by Council resolution.

6. **Cost Recovery**

- a. Where staff members, by virtue of their position travel on behalf of other organizations, such travel expenses may be claimed and paid by the Village pursuant to this policy. Expenses paid by the Village under this section and made available from the organization in question to the participant shall be recovered by the Village.
- b. Travel expense claims and request for advances shall be submitted on the prescribed form to the CAO for approval.
- c. All CAO travel expenses must be approved by the Mayor and Council.

Authority: Council

Jan Polderman

Mayor

Leslie Groulx

Chief Administrative Officer

Schedule A

PROCEDURE FOR CLAIMING EXPENSES

Council, Village Officers and staff are required to complete a request for corporate training and professional development and submit to the CAO for approval to attend a conference, workshop, meeting prior to attendance

1. All expenses must be claimed on the Travel and Expense Claim Form.
2. Except as provided in this section, all requests for reimbursement of expenses must be supported by a receipt.
3. Council, Officers and staff are required to submit a written report summarizing the conference/seminar and must be attached to the travel expense claim to receive reimbursement for travel expenses.
4. The conference package/agenda must be attached to the travel expense claim to receive reimbursement for travel expenses.
5. Receipts are not required for:
 - a. Flat Rate Payments – kilometers traveled and per diem;
 - b. Airfare and Accommodation – where arrangements and payments were made in advance through the Village;
 - c. Registration Fees – where arrangements and payments were made in advance through the Village.
6. In circumstances where a receipt is required under this policy and cannot be produced:
 - a. The Finance Officer may approve the expense in the amount of \$50 or less if that person accompanies the request for reimbursement with a signed declaration that the expenditure was allowed under this policy and that the amount claimed was the actual cost of the expense.
 - b. Under this section, Council must approve by resolution the payment of an expense in excess of \$50.00.
7. Travel Expenses will be paid within fourteen (14) days from the date that the claim is submitted.
8. Advances for per diem for upcoming conferences will not be allowed. Hotel costs and applicable taxes will be paid for in advance using a Village credit card when the hotel reservation is completed. Other charges should be submitted as part of the expense claim form if they are an allowable expense, i.e taxi, etc.
9. No claim shall be reimbursed if it is submitted following a lapse of three months after the travel took place unless approved by Council resolution.