



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: TRAVEL AND SUBSISTENCE

Procedure No: 1002-01

Approval: CAO

Effective Date: February 25, 2014

Supersedes Procedure No: AD 28

1. Definitions

- 1.1. Travel Status refers to when a Council member, Board Member or Greenview employee is traveling to attend a work assignment, conference, meeting, or other related Greenview function, both within and outside of the municipal boundaries.

2. Responsibilities

2.1. Council Members, Board Members and Greenview Staff to:

- 2.1.1. Submit expense claims in accordance with the provisions of this procedure;
- 2.1.2. Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

2.2. Council and Senior Management:

- 2.2.1. May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.

2.3 Senior Management to:

- 2.3.1 Responsible for reviewing all expense claims submitted by employees within their division;
- 2.3.2 Refer their expense claims to the CAO for approval or, in the case of the CAO, to refer his or her expense claim to the Reeve for approval.

2.4 Supervisors to:

- 2.4.1 Provide authorization to staff prior to staff attending meetings, training or other

Greenview business and incurring expenses pursuant to this procedure; however, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.

2.5 Corporate Services Staff to:

2.5.1 Issue payment to claimants within thirty (30) days of approval.

3. Claim Parameters

3.1 Meals

3.1.1 Meals may be reimbursed without receipts at the following rates:

- Breakfast: \$20.00;
- Lunch: \$20.00;
- Dinner \$30.00.

3.1.2 Alternatively, meals may be reimbursed upon the production of original receipts for the total amount of the receipt including taxes and a maximum gratuity of 15%.

3.2 Mileage

3.2.1 The kilometre rate will be paid in accordance with the Canada Revenue Agency (CRA) rate of \$0.54 per kilometre travelled for the first 5000 km and \$0.48 per Kilometre for mileage over 5000 km, in any given year.

3.2.2 When a claimant is required to travel outside of the municipality on Greenview business, when possible, a vehicle will be made available to that claimant for use.

3.2.3 Travel out of province will be undertaken by the method approved in advance.

3.2.4 While on conferences or training, a claimant may hire a rental vehicle or be reimbursed for taxi expenses.

3.3 Travel Expenses

3.3.1 The following rates will be paid to claimants for the travel expenses listed below:

- Incidental allowance \$15.00 per 24 hour period;
- Private Accommodation \$30.00 per night;
- Taxi/Transit/Car Rental actual cost per receipt;
- Parking actual cost per receipt;
- Hotel accommodation actual cost per receipt.

4. General Provisions

- 4.1 When an expense requires the provision of a receipt, the receipt submitted must be the original or the claim may be disallowed. In the instance of a contractor who is required to provide original receipts to their company, a reasonable copy of the receipt will suffice.
- 4.2 Small claims may be accumulated by a claimant before being submitted for approval once the total amount of the claims reaches \$50.00 or more with the approval of their supervisor.
- 4.3 Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board, or in the case of an employee, by the Chief Administrative Officer.

End of Procedure

Approved: 14.02.104