

Title: Travel and Subsistence

Policy No: 1002

Effective Date: October 12, 2021

Motion Number: 21.10.503

Supersedes Policy No: NONE

Review Date: October 12, 2022



Purpose: To provide an equitable process for reimbursing Council, Board Members, and staff for travel abroad when conducting Greenview business.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Director** means the Director of Infrastructure and Planning, Community Services, and Corporate Services.
- 1.3. **Greenview** means the Municipal District of Greenview no. 16.

2. POLICY

- 2.1. Greenview believes it is appropriate to reimburse Council and staff for out-of-pocket expenses when travelling to carry-out Greenview business. All reasonable expenses will be covered by Greenview for Council and staff.
- 2.2. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of 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.
- 2.3. 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.

3. CLAIM PARAMETERS

3.1 Milage

- A. The kilometre rate will be paid in accordance with the current Canada Revenue Agency rates and will also include the Northern Travel Premium as required.
- B. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.

- C. Travel out of province will be undertaken by the method approved in advance.
- D. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for taxi expenses.

3.2. Meals

- A. Meals may be reimbursed without receipts at the following rates:
 - Breakfast \$20.00
 - Lunch \$20.00
 - Dinner \$50.00
- B. 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.

3.3. Travel Expenses

- A. The following rates will be paid to claimants for the travel expenses listed below:
 - Incidental allowance \$15.00 per 24-hour period;
 - Private Accommodation \$50.00 per night;
 - Taxi/Transit/Car Rental actual cost per receipt;
 - Parking actual cost per receipt
 - Hotel accommodation actual cost per receipt.

4. COUNCIL AND STAFF RESPONSIBILITIES

- 4.1 Submit expenses in accordance with the provisions of this policy;
- 4.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

5. COUNCIL AND SENIOR MANAGEMENT RESPONSIBILITIES

- 5.1 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.
- 5.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

6. MANAGEMENT RESPONSIBILITIES

- 6.1 Responsible for reviewing all expense claims submitted from employees within their department;
- 6.2 Provide authorization to staff prior to staff attending meetings, training or other Greenview business and incurring expenses pursuant to this policy, 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.
- 6.3 Refer their expense claims to their GM or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

7. CORPORATE SERVICES RESPONSIBILITIES

7.1 To issue payment to claimants within thirty (30) days of approval.