



District of Lantzville

Incorporated June 2003

Policy No.: 3000-3

Date of Implementation: September 27, 2004

Dates Amended: February 8, 2010 / December 10, 2012/ June 13, 2016

Council Resolutions: C-25-10 / C-26-10 / C-131-12/ C16-109

Travel Expense Reimbursement- District Employees

Purpose

To establish a policy for reimbursing expenses incurred by District of Lantzville (the District) employees when they are authorized to represent the District, to engage in District business or to attend a District meeting, course or convention.

Policy

1. Basic Allowance

- a) Employees who are entitled to reimbursement for out-of-town expenses shall be entitled to a per diem to cover all reasonable expenses including meals, gratuities, dry cleaning, telephone calls and other miscellaneous costs. The travel allowance of up to \$80 per day is paid as follows:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Incidentals	\$10.00

Meals provided without charge at functions are to be deducted from the travel allowance at the rates listed above.

To be eligible for the travel allowance, travel must include an overnight stay and on the date of departure, travel must start before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.

Employees on an out-of-town day trip may claim the applicable allowances for breakfast if the employee's travel starts before 7:00 a.m., and lunch if the travel starts before or ends after 12:00 noon, and dinner if the travel ends after 6:00 p.m.

- b) Travel to large metropolitan locations and resort municipalities mean that employees may incur costs in excess of the per diem amount. Actual receipts must be submitted for reimbursement of amounts in excess of the per diem amount, provided that they are reasonable under the circumstances and properly approved.
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2. Accommodation

- a) The full costs of commercial accommodation, substantiated by receipts, will be reimbursed at the single standard rate.
- b) Employees who arrange for private accommodation will be reimbursed \$50.00 per night in lieu of commercial accommodation cost.

3. Transportation

- a) Actual airfare at economy rate, substantiated by receipts, will be paid. If travel is by vehicle, then the reimbursement cannot exceed equivalent cost of travel by air.
- b) Parking, taxi, ferry, and other reasonable transportation costs for municipal business, substantiated by receipts, will be reimbursed.
- c) Mileage for the use of an employee's personal vehicle on District business shall be reimbursed using the Canada Revenue Agency's automobile allowance rates.

4. Registration and Tuition Fees

- a) Receipts are required for the reimbursement of actual costs incurred for registration and tuition fees for conferences and courses. Registration and tuition fees will only be reimbursed if registration/attendance was approved and authorized by the respective department head, in advance of registration and/or attendance.
- b) Every effort shall be made to take advantage of early registration or tuition fees.

5. Approval

- a) To claim travel expense reimbursement, including registration and tuition fees, or a travel advance, the employee must obtain the approval of the respective Department Head. Both the claimant and the Department Head must sign all travel expense claims prior to being submitted for reimbursement. For the Chief Administrative Officer, expense reimbursement claims must be approved by the Director of Financial Services, Director of Corporate Administration or the Mayor.

6. Time Limit

- a) Claims for reimbursement of travel expenses must be submitted within 90 days of the period in which the expenses are incurred.

7. Adjustments

- a) This policy shall be reviewed periodically by the Director of Financial Services to ensure the rates reasonably reflect the cost to Employees.
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