

	Title: Travel and Expense Policy	Policy No: GE-10
	Category: Administrative Policy	Classification:

1. Purpose:

To provide guidance on the reimbursement of travel and other training expenses of *Organization Members*.

2. Scope:

The policy covers expenses incurred by City Council members, City employees and other *Organization Members* authorized by City Council such as a committee member, commission member, a paid on call firefighter or a volunteer.

3. Policy Statement:

The City supports the training and development of Council members and staff resources recognizing the benefits of life long learning, training and education. Organizational development is a key results area in the City's Strategic Plan.

4. Council Member Expenditure Approvals:

4.1 The Mayor may incur *Allowable Expenses* up to \$7,000 (2018 rate) or as amended in the annual Financial Plan during each year of the four year term in the office for attendance at *Events*.

4.2 Each Council Member, except the Mayor, may incur *Allowable Expenses* up to \$5,000 (2018 rate) or as amended in the annual Financial Plan during each year of the four year term in the office for attendance at *Events*.

4.3 In any given year, a Council Member may attend without the prior approval of Council provided that the Council Member has sufficient funds within the Council Member's expense budget, prior to making *Event* arrangements, any of the following specific *Events*:

- (a) The Federation of Canadian Municipalities (FCM) Conference;
- (b) The Union of BC Municipalities (UBCM) Annual Convention;
- (c) The Lower Mainland Local Government Association (LMLGA) Annual Meeting;
- (d) The British Columbia Recreation and Parks Association Conference;
- (e) Any other Event within the Province of British Columbia where the Council Member is officially representing the City of Langley;

If a Council Member does not have sufficient funds within the Council Member's Allowable Expense allocation, then attendance may be authorized, by the Mayor, prior to incurring any expense. The Mayor will then email the Director of Corporate Services approving that the over expenditures be funded from the Enterprise Fund, if other funding is not provided in the Financial Plan.

- 4.4 If a Council Member is appointed to a committee or organization by City Council or officially representing the City of Langley at a function as appointed by City Council, then any travel expenses incurred to fulfill the obligation of such an appointment or the cost to cover the purchase of the event ticket will not be charged to that Council Member's *Allowable Expenses*, but will be funded from the Enterprise Fund, if other funding is not provided in the Financial Plan.

Costs incurred will only apply to the member of Council and would exclude additional costs for spouses or other guests.

This policy does not apply to a meeting to which a Council Member receives payment for attending by another party. For example, a Council Member cannot make a claim under this policy for attending the meeting of a Metro Vancouver Committee where Metro Vancouver pays the Council Member to attend.

- 4.5 If a Council Member is elected or appointed to the Federation of Canadian Municipalities (FCM), the Union of British Columbia Municipalities (UBCM), the Lower Mainland Local Government Association (LMLGA) or any other organization deemed by City Council to further enhance or support the objectives of local government, then any travel expenses incurred by the Council Member, not reimbursed by other parties, may be paid by the City and not charged to the Council Member's *Allowable Expenses*, but will be funded from the Enterprise Fund, if other funding is not provided in the Financial Plan. The Council Member must seek the approval of the rest of Council prior to accepting the elected position or appointment to the Board or Committee of these organizations.
- 4.6 Travel costs within the City or Township of Langley are not eligible for reimbursement as they are covered by the Council member's 1/3 tax free remuneration allowance.

5. All Other Organization Members Approvals:

- 5.1 The Senior Management Team (SMT) are responsible for budgeting in each year sufficient funds to cover all expenses charged by *Organization Members* from whom he/she is responsible. The SMT will forward *Event* requests that they have approved to the CAO for his/her (or designate) approval provided the *Event* is within the Province of British Columbia.
- 5.2 City Council must approve attendance of an *Organization Member* at an *Event* outside of the Province of British Columbia.
- 5.3 The City will give staff members time off with pay to attend an *Event* which occurs during their regular working hours. The City will not pay wages to a staff member for portions of the *Event* which continues beyond or occurs outside of the staff member's regular working hours.

The City will not pay the wages of an *Organization Member* who is not a staff member or Council member.

- 5.4 If a staff member has claimed *Allowable Expenses* for an *Event* which is longer than two full days in duration and that staff member leaves the employment of the City within six months of completing the *Event*, then the staff member must repay to the City 50% of the *Allowable Expenses* claimed by that staff member in connection with that *Event*. The CAO has the discretion to waive this repayment requirement.

6. Allowable Expenses:

- 6.1 Subject to any conditions set out in this policy, the following items are *Allowable Expenses* which may be reimbursed by the City:
- (a) Transportation;
 - (b) Accommodation - actual costs based on double occupancy;
 - (c) Event registration and associated fees;
 - (d) Meals;
 - (e) Phone calls to City Hall for City related business.
- 6.2 The following items are not *Allowable Expenses*:
- (a) Any expenses for a spouse or guest accompanying the *Organization Member*;
 - (b) Phone call costs for non City related business;
 - (c) Alcohol;
 - (d) Fines or penalties such as speeding tickets or tickets for illegal parking.
- 6.3 The *Organization Member* must provide receipts for any *Allowable Expense*, whenever possible, in order to be reimbursed. Failure to provide a receipt may result in the *Allowable Expense* not being permitted to be claimed. The *Organization Member* should submit any claims for *Allowable Expenses* and a completed expense report as soon as possible after the completion of the *Event*. Staff members are encouraged to use City provided purchasing cards.

Transportation:

- 6.4 Transportation costs to an *Event* include the following:
- (a) The automobile vehicle mileage rate set annually by Canada Revenue Agency multiplied by the number of kilometers driven;
 - (b) Airline fares, ferry fares and any transportation to and from transportation terminals;
 - (c) Rental cars and costs of gasoline for the rental cars;
 - (d) Rapid transit fares, taxi fares, bridge tolls and parking fees;
 - (e) Any applicable taxes.

Actual transportation costs may be claimed if travel to the *Event* is a form of transportation other than an automotive vehicle which is reimbursed based on the number of kilometers driven. If travel to the *Event* is by an automotive vehicle owned by the *Organization Member*, the mileage may be claimed for the lessor of the travel distance from the *Organization Member's* residence or from City Hall to the destination. The total amount paid for mileage and parking should not exceed the actual airfare costs to the destination at economy rates and associated parking and shuttle costs.

If more than one *Organization Member* is sharing transportation in an automotive vehicle, than the mileage claim may be split equally among the *Organization Members* or claimed in total by only one *Organization Member* (typically the owner of the vehicle).

If the *Organization Member* uses a City owned automotive vehicle to travel to the *Event*, the *Organization Member* may not claim mileage as an *Allowable Expense*. Gasoline purchases should be made on the City provided purchasing card so that there is no reimbursement required to be claimed by the *Organization Member* personally.

Staff members should use the best method of transportation, keeping in mind the need to minimize the amount of time the staff members are away from the office during their regular working hours.

Per Diem Allowance:

6.5 The City has established a per diem allowance at the rate of \$75 per day (in the currency of the country of travel) for administrative ease to reimburse *Organization Members* for out of pocket costs when travelling out of town on City business. Where partial day absence (including travel time) is required, the per diem will be reduced based on the following amounts:

- (a) \$15 for breakfast
- (b) \$20 for lunch
- (c) \$30 for dinner
- (d) \$10 for evening incidentals (only when an overnight stay is required)

The per diem allowance is to cover meals and gratuities, phone calls, minor entertainment costs and other incidental costs.

6.6 A staff member may claim \$20 for a meal when the staff member is required to attend an evening meeting of Council, a Committee or a Commission if no meal is provided.

Advances:

6.7 When requested, the City will provide funds for the per diem allowance as a travel advance to an *Organization Member*. The Director of Corporate Services may approve at his/her discretion a travel advance for other *Allowable Expenses*.

The *Organization Member* who receives a travel advance must return any unused funds to the Finance Department within seven days of the completion of the *Event* with a completed expense report and accompanying receipts.

7. Definitions:

Allowable Expense means an expense as outlined in Section 6 for which an *Organization Member* who attended an *Event* may be reimbursed.

Event means a training opportunity relating to the business of local government which are generally educational or informative in nature and may include courses, meetings, seminars, workshops, Annual General Meetings, conferences or conventions.

Organization Member includes a City Council Member, a staff member and other persons who are authorized by the City in advance to go to an Event such as a committee member, commission member, a paid on call firefighter or a volunteer.

References

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