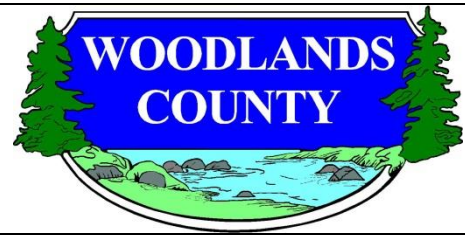


Title: Travel Expense & Reimbursement
Policy No: 1973

Approval: County Council
Effective Date: 16 July 2019



POLICY STATEMENT: Woodlands County recognizes the importance of reimbursing Council, Board and Committee members and employees for their travel on approved County business which may include conferences, training seminars, meetings and work requirement.

Purpose: To provide for the reimbursement of expenses incurred by individuals directly associated with Woodlands County in the performance of their duties.

1. Travel

- 1.1. Where business travel is required, the most direct, economical and logical mode of travel shall be utilized.
- 1.2. In order to help Individual, meet the travel and accommodation expenses, the County will make available cash advances upon employee or Councilor submitted an itemized request accompanied with proper travel approval a week in advance of associated travel.
- 1.3. Individuals are encouraged to combine travel arrangements by carpooling whenever possible when travelling outside of the County.
- 1.4. Kilometers travelled will be reimbursed at the per kilometer rate prescribed annually from the Canada Revenue Agency. Rates for mileage will be reviewed and adjusted annually by the Director of Corporate Services.
- 1.5. Where expenses are incurred for taxi or parking services, reimbursement may be claimed upon receipts being provided.
- 1.6. With respect to air fare, economy class is the booking class for all flights and the price will be reimbursed upon submission of receipts. Advanced bookings of no less than three weeks shall be made wherever possible to leverage the best price.
 - Individuals may upgrade to another class at their own cost;
 - Should the economy class ticket exclude 1 free baggage allowance the cost for one piece of baggage within the designated carrier's weight allowance may be claimed upon receipts being provided.

2. Meal Expenses

- 2.1. Individuals who attend conferences, training seminars, meetings and other business away from the work site, but not requiring an overnight stay, and where

meals are not provided or special dietary requirements are warranted, will receive meal allowances (inclusive of GST) at the following rates, plus a gratuity of up to 18% of the cost of the meal:

- Breakfast \$20.00
- Lunch \$25.00
- Dinner \$35.00

or

- The actual cost of the meal upon submission of a receipt.

2.2. Excluding charges for any alcoholic beverages.

3. Accommodations

3.1. Woodland County will pay for standard, single room accommodations including applicable taxes based on standard room rates and upon receipts being provided. Individuals may upgrade their accommodations at their own cost.

3.2. All room charges at an accommodation shall be the responsibility of the individual.

3.3. Individuals may utilize private accommodations and will be paid \$50.00 for overnight accommodation only.

3.4. Where an individual has booked accommodations for County business and are required to cancel their accommodations, the individual shall be responsible to reimburse the County if charges occur.

3.5. If a cancellation occurs due to extraordinary circumstances, the Chief Administrative Officer may allow the expenditure not to be reimbursed by the individual. The Chief Administrative Officer will advise Council of the Chief Administrative Officer decision at the next regular scheduled meeting.

3.5.1. Extraordinary circumstances include hospitalization, death of immediate family, and/or illness.

4. Hosting

4.1. Spouse's registration fees, banquet tickets, meal allowances and travel expenses will not be paid by the County.

4.2. Only the Chief Administrative Officer and/or Mayor may host individual(s) who are not engaged in work for the County to facilitate government business or is considered desirable as a matter of courtesy or protocol which may include meals, and gratuity. Any and all hosting shall include the original receipt and the name(s) of the person(s) being hosted and reason for hosting.

- 4.2.1. Hosting of individuals may include spouses or a family member when accommodating Councilors and/or employees while on Woodlands County business.
- 4.3. Employees issued credit cards may host individuals for working lunches. Any hosting shall include the original receipt and the name(s) of the person(s) being hosted.

5. Reimbursement Claims

- 5.1. Allowable expenses for staff will be approved by the individual's direct supervisor and in the case of the Chief Administrative Officer, the Mayor or Council designate.
- 5.2. Allowable expenses for Council members will be approved by the Mayor and in the case of the Mayor, the Deputy Mayor or a Council designate.
- 5.3. Reimbursement claims should be submitted for processing within 30 days of the end of the current budget year. No reimbursement shall be made after the budget year to which they should be allocated has expired.
- 5.4. Approved reimbursement claims will be made by direct deposit into the employee's bank account in accordance with the scheduled electronic pay run.
- 5.5. Making a false claim under this procedure will be considered fraud and offenders will be subject to disciplinary action up to and including dismissal.

6. Laundry Expenses

- 6.1. An individual may claim for laundry and dry-cleaning expenses incurred after four consecutive nights while travelling.