

2.3-2 Travel Guidelines

Issued: May 23, 2007
 Effective: May 23, 2007
 Replaces: All previous policies

POLICY:

Staff on City business should travel the most economical way possible while maintaining a normal standard of living.

Out-of-country travel must be pre-approved in writing by the City Manager or General Manager **prior** to any expenses being incurred.

Out-of-province travel must be pre-approved in writing by the Departmental Director, City Manager or General Manager **prior** to any expenses being incurred.

Expenditures should be reasonable and follow the guidelines below:

Accommodation

Hotel, motel, etc	Claim actual expenditures. Receipts required. <ul style="list-style-type: none"> • Government rates should be requested whenever possible • If traveling with a spouse, only the single rate for the room will be reimbursed. • Personal phone calls, movies, and bar service will NOT be reimbursed.
Private Residence	An allowance of \$20 per day may be claimed. A receipt is not required.

Meals

Per diem	<table> <tr> <td>Breakfast</td><td>\$15</td></tr> <tr> <td>Lunch</td><td>\$20</td></tr> <tr> <td>Dinner</td><td>\$25</td></tr> </table> <ul style="list-style-type: none"> • Receipts not required unless <i>MORE</i> than per diem is spent. <ul style="list-style-type: none"> • If more is spent, receipts and Director's approval required. • Do not claim when meal provided through function attended. • Intended to cover meal costs as well as other incidentals where receipts are not typically received, ex. newspapers, tips, etc. 	Breakfast	\$15	Lunch	\$20	Dinner	\$25
Breakfast	\$15						
Lunch	\$20						
Dinner	\$25						

Continued on the next page.....

Transportation

Vehicles	\$0.52 per km <ul style="list-style-type: none"> • Reimbursement is limited to the equivalent of economy airfare plus related ground transportation. • Mileage is not paid when the employee receives a transportation allowance. • Traffic and parking fines will NOT be reimbursed
Plane, train, etc	Equivalent of Economy class will be reimbursed. Receipt required.

Upon completion of travel, a Travel Claim form must be submitted to Accounting Services with receipts within 7 days. Cheques will be issued in accordance with policy 3.1-2 'Cheque Issuance' and be in Canadian funds.

PURPOSE:

To provide guidelines for staff who travel on City of Nanaimo business.

DEFINITIONS:

Travel Claim	Form completed whenever staff travel on business for the City – see attached sample.
Receipt	A slip from the vendor showing details of items purchased (NOT the signed credit card slip)
Average Exchange Rate	The average rate for the purchase of US dollars during the time of travel as posted by the City of Nanaimo's financial institution. Applicable rates may be obtained from Accounting Services.

PROCEDURES:

1) Complete a Travel Claim form summarizing all expenses related to the trip. Attach receipts as required. The employee who traveled is required to sign the form.

2) Have the Travel Claim form approved by the appropriate person:

In-Province	< \$1,000	Manager
In-Province	> \$1,000	Director or Senior Manager
Out-of-Province		Director or Senior Manager
Out-of-Country		City Manager or General Manager

NOTE: Staff below the level of Director may NOT sign their own Expense Claim forms. Additional approval from a more senior position is required.

APPROVAL

Date

Signature

Director of Finance
Title