ATTACHMENT 2

CITY OF NANAIMO
THE HARBOUR CITY

ADMINISTRATIVE POLICY

RCRS Secondary:	GOV-02	**Effective Date:**	2019-MAY-16
Policy Number:	ADM-095	**Amendment Date/s:**	2023-APR-26
Title:	Travel Expense Policy	**Repeal Date:**	
Department:	Finance	**Approved by:**	Jake Rudolph, CAO

PURPOSE:

The purpose of this policy is to provide employees of the City of Nanaimo with specific guidelines covering travel for City business including performing job duties, attending conferences, conventions, training, workshops, and meetings within and beyond the City boundaries. This policy will define and provide parameters for travel related expenses including mileage, accommodations and meals. It will also outline the procedure for submitting for reimbursements, required support information, and the appropriate limit on reimbursement.

The intent of this policy is to compensate employees for expenses that were actually incurred. Employees that submit for compensation for expenses that were not incurred may be subject to income taxation and potentially, discipline up to and including termination.

DEFINITIONS:

Accommodations	Commercial lodging or rooms in which an employee would stay and includes hotels, motels, and bed/breakfasts, Airbnb, etc.
Advance	Cheque issued in advance of a business trip to provide an employee with cash for travelling.
Average Exchange Rate	The average rate for the purchase of foreign currency during the time of travel as posted by the City of Nanaimo's financial institution. Applicable rates may be obtained from Accounting Services.
Council	The duly elected officers of the City of Nanaimo.
CAO	Chief Administrative Officer for the City of Nanaimo and his/her duly authorized designee(s).
City	The Corporation of the City of Nanaimo located in the Province of British Columbia.
City Vehicle	Pertains to a vehicle in the Municipal fleet that is owned or leased by the City of Nanaimo.
Director	Director of a City department, as designated by the CAO, and his/her duly authorized designee(s).
Employee	A person employed for wages or salary.

Expense Review Officer (ERO)	The person responsible for administering this policy, having budgetary control over the general ledger account to be expensed and having authority over employees incurring the expenditures; as defined in Section 3.0 below.
Ineligible Receipts	Receipts that are not eligible for reimbursement include: • Alcohol • 1-900 premium-rate telephone calls • Claims for loss of personal effects • Companion/spouse registration fees and expenses • Entertainment • Flight change fees, seat upgrades and cancellation fees (except when done at the request of City) • Gifts • Medical and hospital treatments in excess of City sponsored health care benefits limits • Movies or cable/satellite television fees charged by hotels or airlines • Personal effects (luggage, clothing, magazines, etc.) • Personal memberships • Personal phone calls/download fees • Personal services (shoe shines, valet, spa treatments, hair styling, etc.) • Personal vehicle costs (maintenance, repair costs, towing fees, car washes, etc.) • Sporting events • Side trips including stopover charges and additional accommodation costs for personal or other business reasons • Sightseeing tours • Traffic and parking fines
Meals	Consists of breakfast, lunch and dinner but excludes snacks.
Mileage	The distance travelled for municipal business in kilometers for which a rate is paid to compensate for fuel, wear and tear and insurance.
Per-Diem	An allowance or payment for expenses; for the purpose of this policy it pertains to the meal allowance rate that the City of Nanaimo pays for meals while the employee is traveling for City business. This only applies if meals are not being provided by the organization or event you are attending.
Personal Vehicle	A vehicle that is owned or in legal custody of a City employee.
Receipt	A slip from the vendor showing details of items purchased, A signed credit card slip does NOT qualify as a receipt.
Rental Vehicle	A vehicle that is rented from an agency or dealership for the purpose of providing a temporary vehicle to a customer.
Staff	An employee of the City of Nanaimo.
Travel Expense Claim	The approved expense claim form that is attached to this policy that is utilized for submitting costs incurred by an employee while traveling.

POLICY:

3 Authorized Travel

Council

Council is entitled to receive reimbursement for travel related to expenses as outlined in the "Council Spending and Amenities Policy."

Staff

Staff are entitled to receive reimbursement for expenses while attending the following:

1. Annual conferences of municipal associations of which the governing body is a member;

2. Board or executive committee meetings, committee meetings, associated meetings with federal or provincial ministries, workshops and seminars, provided the staff member is a director, committee or task force member within the sponsoring organization;

3. Annual conferences or board meetings of any organization on which a staff member sits as a director/committee member representing the governing body or is part of a professional association or membership;

4. Out-of-town business as a representative of the City or of a local board or commission provided that prior approval has been obtained;

5. Out-of-town business to meet with peers to discuss best practices; and,

6. Out-of-town training courses if such training is of benefit to the staff member's position or necessary to retain licensing/designations and that prior approval has been obtained.

7. Registration fees for attendance at a convention, conference, seminal, workshop or annual meeting will be reimbursed in full by the City upon submission of an invoice from the appropriate organization and an official receipt indicating payment.

4. Travel Advances

Travel advance requests must be made to the appropriate ERO at least:

- one week prior to departure for domestic travel; and,
- two weeks prior to international travel (where the advance is required to be in foreign funds).

The amount of the travel advance will be based on the estimated expenses associated with each individual circumstance.

Travel Advances resulting in $*nil* balances (advance = actual travel costs), or amounts owed back to the City, must be reconciled. For amounts owed back to the City, reimbursement must be made within thirty (30) days from the date of return from travel. The City of Nanaimo reimbursement receipt must be attached to the final Travel Expense Claim form showing payment has been made.

Any employee that has an outstanding travel claim that is not submitted to Finance within thirty (30) days of the date of return from travel will not be allowed any further advances for travel or travel expense reimbursement until the outstanding advance has been settled.

5. Travel Allowances

Authorization of Travel Expenses

The City has the responsibility to authorize and determine when Municipal travel is necessary, and to ensure travel arrangements are consistent with provisions of this policy.

The review and authorization of the Travel Expense Claim forms is done by the "Expense Review Officers" (ERO). Under no circumstances may the ERO authorize expenses incurred on their own behalf.

The following are designated ERO's for the jurisdictions referred to and shall be responsible for:

- Administering this policy within their particular area;
- Assuring the expense is a legitimate business expense; and funds are available within the approved budget;
- Assuring the purchasing method does not violate the City's Standard Operational Procedures.
- Assuring that appropriate supporting documentation, as outlined in this policy, is attached;
- Assuring the expense has been charged to the correct cost centre and expense code; and,
- Addressing any justifiable exceptions.

Jurisdiction	ERO
Mayor	CAO or designate
Members of City Council	Corporate Officer or designate
CAO	Mayor
Director of Finance	CAO or designate
Department Director	CAO or Director of Finance or designate
Department Manager/Supervisor	Department Director or designate
All other Employees	Department Manager or designate

Out-of-Province Travel

Out-of-province travel must be pre-approved in writing by the Departmental Director, CAO or Director of Finance **PRIOR** to any expenses being incurred at least one (1) week prior to travel.

Out-of-Country Travel

Out-of-country travel must be pre-approved in writing by the CAO or Director of Finance **PRIOR** to any expenses being incurred at least two (2) weeks prior to travel.

Corporate Travel Agent

If the City has contracted the services of a corporate travel agent, all flight bookings (except Seaplane services) must be made through the agent. Hotel bookings must also be made through this service unless a special conference or government room rates are available.

Business Travel Accommodation Listing Link: http://csa.pss.gov.bc.ca/businesstravel/

Transportation

An employee may choose their own method of transportation on the understanding that the most direct route, the most economical and most practical method must be used. The loss of productive time must be minimized.

Airfare

Airfare fees	Equivalent of Economy class will be reimbursed. Receipts are required.

The cost of additional night(s) accommodation may be reimbursed if it is required in order to take advantage of a discount airfare, provided the cost of the extra accommodation, parking and the additional per diems required is not greater than the saving realized from the discounted airfare including baggage fees but not including seat selection.

Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.

Personal Vehicles

Personal vehicles may be used by an employee for out-of-town transportation when it is the most economical and practical method of travel.

Mileage at the applicable rate set out at the CRA prescribed automobile allowance rate (http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/llwnc/rts-eng.html) will be paid for an employee that uses their personal vehicle for City business. The payment of mileage by the City is calculated to offset the cost of gas and wear and tear on the vehicle.

Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service such as Google Maps.

If more than one employee is attending training, conferences, meetings or workshops, every attempt must be made to carpool and avoid incurring additional mileage charges.

Mileage Restrictions:

- 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.

City Vehicles

Use of City vehicles where available is encouraged. Fuel will be reimbursed with supporting receipts. Non-employees are not permitted to drive City vehicles but a City employee may be permitted to bring a non-employee on their travel plans with the approval of a Management supervisor.

Fuel Purchases	Cost of the fuel purchases will be reimbursed. Receipts are required.

Rental Vehicles

An employee may use rental vehicles where it is demonstrated that this method of transportation is more economical and practical than the use of taxis, town cars, etc. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.

Rental Vehicles	Cost of the rental vehicle, GPS devise and insurance will be reimbursed. Receipts are required.

Taxis/Public Transportation

Employees may be reimbursed for the actual costs of taxicabs, airport shuttles, town cars, buses or equivalents for transportation between the individual's home or workplace and the designated transportation terminal as well as between the transportation terminal and the hotel or other destination point. The most economical option should be chosen. Gratuities of no more than 15% will be reimbursed.

Taxis/Public Transportation	Cost of the taxi/public transportation (shuttle, bus, light rail, Uber, etc.) will be reimbursed. Receipts are required.

Ferries

Employees may be reimbursed for the actual costs of ferry travel between Vancouver Island and the mainland. Ferry reservations will be reimbursed as well.

Ferry Travel	Cost of the ferry reservation and sailing will be reimbursed. Receipts are required.

Parking Charges

When a personal, City or rented vehicle is used for City business receipted parking charges may be reimbursed.

An employee may be reimbursed for the cost of parking their motor vehicle at a transportation terminal while they are out-of-town on business, subject to the submission of appropriate receipts and provided that the cost of parking does not exceed the cost of ground transportation from their home or place of business to the transportation terminal. Loss or damage to the vehicle, while parked, shall not be the responsibility of the City.

An employee may be reimbursed for the cost of parking their motor vehicle overnight while they are out-of-town on business, subject to the submission of appropriate receipts. An employee will be reimbursed for valet parking only if other more affordable options are not available. Loss or damage to the vehicle, while parked, shall not be the responsibility of the City.

Parking Charges	Cost of the parking will be reimbursed. Receipts are required.

Rail

An employee may be reimbursed for rail transportation where this form of transport is required.

Rail fees	Equivalent of Economy class will be reimbursed. Receipts are required.

Accommodation

An employee should make every attempt to book accommodations that are cost effective while still providing safe and clean accommodations that are reasonably close in proximity to the event. Employees are responsible to ensure their own Acommodations are booked with Management approval after considering the following factors:

- Cost;
- Proximity to event;
- Cost of parking; and,
- Other fees – booking charges, resort fees, taxes, etc.

No specific cost limits are imposed on Accommodations, as costs vary considerably depending on location and time of year. Approval is up to Management's discretion.

Employees will not be required to share accommodations with other Employees while traveling for Municipal Business.

Government or Conference rates should be requested whenever possible, whichever is least expensive.

Business costs such as internet, parking and work related phone calls may be submitted for Management approval.

The following accommodation charges will be reimbursed:

Hotel/Motel/B&B	Cost of the accommodation will be reimbursed. Receipts are required.
Private Residence	An allowance of $40 per night may be claimed. A receipt is not required.

Accommodation Restrictions:

- An employee will be responsible for all additional expenses incurred as a result of a spouse or companion traveling with them.
- Personal phone calls, movies, and bar service will NOT be reimbursed.

- In the event of travel cancellation, the employee may be held responsible and not be reimbursed for 'no show' charges resulting from failure to cancel a hotel reservation.
- Unless required by the Hotel, valet parking costs are not reimbursed by the City.

Meals / Per Diem Allowance

Per Diems are provided for meals, which take place when an employee is outside of the City traveling for City business. It is expected that the employee will have their regular meal before departing or upon their return; however, an employee may:

- claim for breakfast when they are required to travel 2 hours or more prior to the beginning of their regularly scheduled work day; and/or,
- claim for dinner when they are unable to return home or to their worksite until at least 2 hours after the end of their regularly scheduled workday.

The per diem allowance is intended to cover the following normal daily expenses:

- Meals
- Gratuities

Per diems may only be claimed for meals that have actually been purchased by the employee and for which no meal has been, or could have been, provided by the conference, training, sponsor, hotel or another party.

Per diems for travel to the United States will be valued in US dollars. At the time of reimbursement, they will be converted into Canadian dollars.

The per diem rate will be paid in Canadian funds. The per diem rates shall be as established by the City from time to time.

A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.

The City will compensate an employee for the cost of meals as per the following Per Diem:

Breakfast	$20 per meal No receipts are required unless MORE than the per diem is spent*
Lunch	$25 per meal No receipts are required unless MORE than the per diem is spent*
Dinner	$40 per meal No receipts are required unless MORE than the per diem is spent*

* If more than the per diem is spent, receipts and Director's approval is needed.

Meal / Per Diem Allowance Restrictions:

- Do not claim a per diem when a meal is proved through the function attended.
- Per diems cannot be chosen by the employee in lieu of the offered meal unless the meal is not suitable due to allergy or other diet requirements and/or the training/conference cannot accommodate.
- Intended to cover meal costs as well as other incidentals where receipts are not typically received, ex. newspapers, tips, etc.

Registration Costs

The City will reimburse an employee for the actual cost of registration for all conventions, seminars or other events they have been authorized to attend. Pre and post-conference entertainment costs (i.e.: wine tours, golf games, etc.) are not covered by the City and any such costs incurred are to be paid for by the employee.

6. Submitting for Reimbursement

Travel Expense Claim

Upon completion of travel, a Travel Expense Claim form must be completed by the employee. The Travel Expense Claim contains the mileage and meal allowance per diem amounts, as well as any out of pocket transportation and accommodation costs that may have been incurred.

Travel Expense Claims must be signed by their respective ERO and submitted to Accounting Services with receipts within thirty (30) days of the date of travel.

Original individual detailed receipts and / or bills are required for accommodation, tuition, course fees, conference fees, fuel purchased and all other costs associated with attending the event with the exception of meals and mileage (which are a per diem and mileage allowance).

Cheques will be issued in accordance with policy ADM-019 'Cheque Issuance' and be in Canadian funds.

Any funds owed to the City as a result of cash advances or claims for expense of a personal nature not reimbursed by this policy, etc. shall be submitted to the City. A receipt of payment should be attached to the Travel Expense Claim form.

Any question involving the meaning or application of this policy is to be submitted to the Director of Finance or designate for clarification.

Foreign Exchange

All claims shall be reimbursed in Canadian dollars.

The average rate for the purchase of foreign currency during the time of travel as posted by the Bank of Canada (http://www.bankofcanada.ca/rates/exchange/10-year-converter/) will be used for reimbursement except in the following circumstances:

- If the employee provides evidence of the rate obtained at the time of travel, such as bank/currency exchange office or ATM receipt; or,

- In cases where a credit card has been use, the rate used on the credit card purchase(s) will be used for those purchases only. A copy of the credit card statement must be submitted.

Applicable rates may be obtained from Accounting Services.

7. Release of Expense Information

All expense information is considered to be public information and shall be made available, upon request, by Accounting Services. On a quarterly basis, the Director of Finance or designate will submit a report to the City Council, a list of year-to-date expenses incurred for the members of City Council and all City of Nanaimo staff who have earned over $75,000.

Expense reports and supporting documentation are subjected to the *Freedom of Information and Protection of Privacy Act* and may be disclosed to the public upon submission of a FOIPPA request.

RELATED DOCUMENTS:

COU-200 - Council Spending and Amenities Council Policy
ADM-019 - Cheque Issuance Policy
ADM-032 - Travel Expenses Advances Administrative Policy
Travel Expense Claim Form

REPEAL or AMENDMENT: