



City of Quesnel
CORPORATE POLICY MANUAL

Section:	Corporate Services	Effective Date: 4 May 11
Sub-section:	Administration	Resolution No. : 11-11-157
Title:	Travel Policy	Amended: 3 May 11

POLICY

Rates for the reimbursement of City of Quesnel business travel expenses are established by Council Resolution.

Unless otherwise stated, claims for acceptable travel expenses must be submitted on an Expense/Advance Travel Claim Form-FIN 10 (See Appendix A) once the trip is complete. Proof of payment (receipts) must be attached to the travel claim.

ALL travel expense claim forms must be submitted within fourteen (14) days of the trip, unless prior arrangements are made with Mayor or Administration.

Note: The City of Quesnel's policies and procedures do not preclude the responsibility of Management and Council members to ensure economy and efficiency in the conduct of travel on city business. In circumstances where the policy is inadequate to satisfy those principles, claimants should consult with the City Manager/ City Treasurer.

1. Definitions

Headquarters or Geographic Location - is that area within a radius of 32 kilometres of where the traveller ordinarily performs his/her duties.

Travel Status - with respect to all City Travellers, means authorized absence of the individual from their designated headquarters or geographic location on City business.

Whole day - means a full shift as normally scheduled plus, a reasonable amount of travel time that the Employee would have travelled to and from work had the individual not been on "travel status." For Council, a whole day encompasses the hours from 7 a.m. to 6 p.m.

2. Providing Direction to Travellers

For major conventions (NCLGA or UBCM), the Council Assistant will book accommodations for all Council at the host hotel or in close proximity. If a Councillor decides the accommodation is not warranted, the Councillor would notify the Council Assistant (email) to cancel the reservation. For all other travel (i.e. seminars, workshops, air travel etc.) each Councillor would be responsible for making their own reservation unless a request to the Council Assistant is made. Included in the request; arrival and departure date and hotel requested.

The selection of the mode of transportation is to be made by the Director of the applicable Department based on convenience, practicality and lowest overall cost. The City encourages the



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use of the Quesnel Regional Airport whenever possible. The most cost-effective travel options vary according to the distance travelled and other special factors associated with a trip.

Travel options (in no particular order) include commercial transportation, privately owned vehicle, rental vehicle and City-owned vehicles. The use of a City-owned vehicle may present the lowest cost option where one is readily available. **If a City vehicle is assigned to an employee** and the employee elects to use their private vehicle, the rate per kilometre for use of a private vehicle will be adjusted to 60%. (e.g., current rate is \$0.50 adjusted to 60% or \$0.30 per kilometre).

3. Local Events

Attendance by Council at Local Events as a representative of Council will be claimed and reimbursed through a travel form. The cost will be allocated to Council's Travel/Local Events account. Spousal Costs are not eligible for reimbursement.

4. Commercial Transportation Charges

When transportation by commercial carrier(s) has been decided and the Councillor/Employee requests and receives authority to use their private vehicle instead, reimbursement will be based on the lesser of the distance allowance for the private vehicle (including any toll charges), or the designated commercial carrier(s) cost for the trip as determined by Administration.

5. Combining Business and Personal Travel

Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Clear calculations must accompany the travel voucher. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

PROCEDURES

6. Expense/Advance Travel Claim Form

An Expense/Advance Travel claim form (FIN-10) is used to request a travel advance, if required and to reimburse travellers for travel related expenses incurred while travelling on City business. The expenses and allowances claimed on an expense/advance travel claim form are used to pay back an accountable advance where an advance has been approved and issued; a cheque is generated only for the balance due to the traveller. When the advance amount is equal to or



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greater than the expenses (i.e., no cheque is generated) the travel voucher will be filed as a nil \$ voucher.

Original receipts and invoices (where required by the travel policy) with proof of payment must be attached; however, in extenuating circumstances, copies may be used as originals. Travel expense claims should be completed within one week of returning from travel status.

7. Completion of Expense/Advance Travel Claim Form

For the **Mayor and Councillors**, return the completed forms to the Executive Assistant for processing. Account coding and the claimant’s signature is required. The spending authority for the Mayor and Councillors is the City Treasurer.

For **employees**, return the completed forms to your supervisor/manager for Spending Authority approval and referral to Accounts Payable for processing. The spending authority for department Directors/General Managers and the City Manager is the City Treasurer.

8. Completion of report to Council

Council members must provide a report to Council within fourteen days of their return from a conference/event.

9. Meal and Incidental Expense Reimbursement Rates

The per diem travel allowance effective Jan 1st, 2010 is:

<u>Staff/Council:</u>	
Breakfast	\$15.00
Lunch	20.00
Dinner	30.00
Incidental	<u>25.00</u>
Total per diem	<u>\$90.00</u>

Meals that are included in conference, meeting and seminar/course fees paid by the City shall be deducted from the per diem amount claimed. The \$25.00 incidental per diem allowance covers out-of-pocket expenses such as gratuities, portage, dry cleaning, personal telephone calls, etc. Incidental expense allowance can be payable in half-day increments (if the traveller travels for a one-half day) or whole day increments.



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10. Part Day Travel Status

The following guidance is provided on partial day status:

On the **day of departure** if travel status begins after:

- 7:00 a.m., breakfast cannot be claimed;
- After 12:00 noon, breakfast and lunch cannot be claimed; and
- After 6:00 p.m., no meals can be claimed.

On the **day of return** if travel status terminates:

- prior to 7:00 a.m., no meals can be claimed;
- Prior to 12:00 noon, breakfast can be claimed;
- Prior to 6:00 p.m., breakfast and lunch can be claimed; and
- After 6:00 p.m., all meals can be claimed.

Travel status begins and ends at the designated departure and return locations. The departure and return locations may be the workplace or personal residence, whichever is applicable.

11. Personal Vehicle Travel

Actual transportation toll charges may be claimed for travel on City business. The vehicle operator is responsible for paying parking fines, traffic violation fines, and impoundment/towing fees when driving a City-owned, rented or personal vehicle on City business.

Where a privately owned vehicle is used for City business, receipts for parking charges are required.

12. Rate per kilometre (Corresponds with Provincial Government)

\$0.50 per km – updated as provincial government rates change.

The rate per kilometre includes all risk associated with property damage and loss of safe driving discount.

Travellers may claim the vehicle reimbursement allowance where they are driven to the departure location (i.e., airport, bus, ferry or train terminal) and picked up upon return.



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13. Speciality Vehicles

Motorcycles may be included in the category of private vehicles if, in each instance of travel, the justification is pre-approved by the department head. Use of such speciality vehicles should be discouraged because of the higher risk and costs of accidents.

Reimbursement for the use of employee owned speciality vehicles on City business is in accordance with the vehicle allowance above.

14. Insurance Requirements

Travellers are responsible for obtaining adequate insurance coverage for using their private vehicle for business purposes (a minimum of \$1,000,000 third party liability coverage). Vehicles rated for “pleasure” or “to and from work use only” may be used for business purposes up to six days per calendar month without breaching any of the insuring conditions.

15. Rental/City-Owned Vehicles

For rental vehicles travellers will be reimbursed for rental and operating charges (the vehicle distance allowance does not apply when using a rental, or City-owned vehicle).

The Personal Accident Insurance (PAI) option is not required as work related accidents are covered by Workers’ Compensation benefits both inside and outside of British Columbia; therefore, the cost of this option is not recoverable.

- Cargo Insurance or Personal Effect Insurance shall not be purchased and will not be reimbursed.
- Parking charges will be reimbursed where City or rental vehicles are used for City business.
- Extra Third Party Liability Insurance is required for rentals made within Canada or for rentals from BC approved rental outlets, being driven into the US. Third Party Liability Insurance is not to be confused with collision Damage or Loss Damage insurance;

16. Taxi Charges

Claims for taxi costs while travelling on City business will be reimbursed. Receipts are required.



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17. Ferry Travel

Claims for the full cost of ferry travel will be reimbursed and receipts for vehicles are required.

18. Air Travel

For air travel, the most economical (economy) airfare must be obtained by the Travel Co-ordinator. However, this restriction may be waived in exceptional circumstances (provide an explanation along with the Airfare Invoice).

The following guidelines apply:

- In determining the most economical airfare, all factors should be taken into account including the cost of making travel arrangements and the effective use of the traveller's time; and
- Travel related to attendance at a conference or training seminar is not eligible for upgrade.

Travellers are not authorized to fly private or personally rented aircraft on City business unless approved by the City Manager/Deputy City Manager,

19. Discount Fares/Airfare Cost Comparison

In order to take advantage of reduced airfares, airline bookings need to be made as early as possible once the requirement to travel is confirmed. The Travel Co-ordinator should take care in selecting appropriate discount fares, bearing in mind the possibility of changes to itineraries and the payment of penalties for changes.

20. Accommodation

At the time of booking the accommodation, discretion shall be used as to which properties are used, ensuring that the suggested government rates are utilized. To accommodate the traveller and safety issues, first consideration should be given to the conference location. Booking the traveller into that location or close by in another comparable property ensures ease of access to the conference while reducing secondary travel costs, (i.e. taxis, public transportation, and/or car rentals). Original hotel/motel receipts must be attached to the travel expense/advance form.



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21. Lodging Allowance

Travellers on travel status that stay in non-commercial lodging shall be entitled to claim **\$30 per day** except where the lodging is supplied by the Employer. A traveller submitting a lodging allowance claim shall not be entitled to reimbursement for commercial lodging costs for the same period.

Note: The \$30 per day lodging allowance is to help defray the added costs, including laundry, to the householder when accommodating a guest.

22. Hotel Cancellation Charges

Travellers shall advise the travel co-ordinator to cancel hotel reservations in time to avoid "no show" charges.

23. Business Telephone Calls

The cost of business telephone calls, including hotel/motel handling charges, while travelling will be reimbursed. Enter the daily cost in the "Miscellaneous Cost" column and the number of calls involved under "Miscellaneous Description."

24. Meeting/Hosting Expenses

Eligible business meeting and City Hosting expenses may be claimed on a travel expense/advance claim form if incurred while the Traveller is on travel status.

Reasonable meal expenses incurred by Staff locally in conducting city business with visiting contractors/ service providers/ volunteers will be reimbursed upon receipt of invoices. Gratuities in excess of 15% of the invoice and alcohol will not be reimbursed.

25. Approval Requirements

All employee travel must receive prior approval from the applicable spending authority.

26. Contractor's Travel Expenses

Contractors providing goods or services that would normally be taxable under HST legislation will not be entitled to reimbursement of the HST portion of their travel costs. The HST portion can be recovered from Canada Customs and Revenue Agency (CCRA) through "input tax credits".