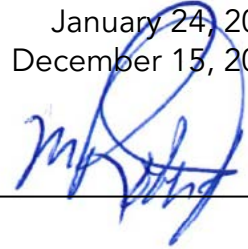


Staff Travel and Expense

Effective Date: January 24, 2018
Last Revised: December 15, 2023
CAO Signature:



1. Purpose

To establish guidelines for the reimbursement of reasonable expenses incurred by employees as a result of attending meetings, travelling on City business or registering in training programs.

In accordance with Training and Development Policy A035, City staff are required to complete the corporate training and development application form and submit to their supervisor for approval to attend a conference, workshop, meeting prior to attendance. If the training and or attendance to an event is covered by the departmental operating budget, please confirm with your direct manager, as per section 9 of this Policy.

Alternatives to travel should be considered wherever practical as a cost saving approach as well as to mitigate the production of greenhouse gas emissions. Options such as video conferencing and teleconferencing should be considered and explored, if available.

The City will be responsible for reasonable expenses related to travel for City purposes including transportation, accommodations, meals and incidentals. It is expected that employees will use the most economical and practical mode of travel both from the standpoint of time and cost.

2. Scope

This policy applies to all employees organizing meetings as well as those travelling on City business, including conventions, seminars and training events.

All employees of the City by reason of membership in professional organizations, attendance at meetings, enrollment in training sessions or as otherwise required by their duties to travel, are eligible for travel reimbursement as defined by this policy.

All requests must be pre-approved as indicated in section 9 of this policy in order to claim eligible expenditures for reimbursement.

3. Exclusions

This Policy does not apply to Council. Please see Council Expense Policy C068.

4. Definitions

In this policy,

City Business – means attending an event as a representative of the City, to derive a benefit for the City, or to advance the interests of the City.

Metro Vancouver – means regional district comprised of the following municipalities: Anmore, Belcarra, Bowen Island, Burnaby, Coquitlam, Delta, City of Langley, Township of Langley, Lions Bay, Maple Ridge, New Westminster, City of North Vancouver, District of North Vancouver, Pitt Meadows, Port Coquitlam, Port Moody, Richmond, Surrey, Tsawwassen, Vancouver, West Vancouver, White Rock.

Receipt – means an original document showing the name of the vendor, as well as the date, amount and description of expenditure paid by the employee.

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.

5. Policy Statements

The City of Pitt Meadows will reimburse employees for reasonable expenses incurred while conducting City business or attending functions on behalf of the City.

5.1. Prohibitions

The City will not pay for lodging for Travel except as approved by the Chief Administrative Officer or designate.

The following expenses are not eligible for reimbursement:

- Expenses related to spouses or guests,
- Alcoholic beverages,
- Expenditures without receipts.

5.2. Procedures and Guidelines

Eligible expenditures include the following:

- 5.2.1 Registration to Events
- 5.2.2 Travel and Transportation: ground and/or air
- 5.2.3 Accommodations
- 5.2.4 Per Diem
- 5.2.5 Hosting and Hospitality expenses

5.2.1. Registration to Events

Employees will be reimbursed for actual expenses related to pre-conference, main conference, seminars, and workshops scheduled as part of the program.

Travel for City business, conferences and training must adhere to budgets.

5.2.2. Travel and Transportation

Travel

Employees will be reimbursed for out-of-pocket expense such as parking and transit (with receipts) and mileage for local trips within the Metro Vancouver area for meetings, training, conferences and seminars. Mileage will be paid at the prevailing [Canada Revenue Agency \(CRA\) rate](#) as at the date of travel. Such expenses must be reported on the monthly mileage reimbursement form (DM#47297) and must be approved by the manager.

Where the expense is funded via the Training and Development fund, the expense must be authorized by submitting the [Training Request and Educational Justification form](#), as per [Training Policy A035](#) which requires the pre-approval of the Training Request and Educational Justification Form by Human Resources,

Wherever possible, costs should be billed directly to the City or charged to a City purchasing card in order to reduce the employee's out-of-pocket expenses. Out-of-pocket expenses not covered by the per diem allowance will be reimbursed upon submission of receipts.

Transportation

The City will be responsible for transportation expenses including airfare, mileage, taxis/shuttles to and from airports, airport parking, tolls and ferry fares. Airfare, including airport taxes and travel insurance will be paid based on economy fares. Flights should be booked by the department with the designated travel agency or on-line to get the best rate available. Flights should be booked as early as possible to take advantage of reduced fares. Airfare should be billed directly to the City or charged to a City purchasing card.

Where it is feasible that an individual may be able to take their own vehicle to an out of town event (instead of flying), the amount of mileage reimbursement will not exceed the total travel costs to the destination as calculated above.

Use of City vehicles is restricted and must be approved by the Department Director.

The following are additional compliance requirements related to Transportation:

Mileage Allowance

The City will reimburse an employee for the use of a personal vehicle at the CRA mileage rate for job related travel. Mileage is calculated from the staff residence or Municipal Hall to and from the event, whichever is the lesser distance. In addition, the employee may submit toll road receipts and parking lot charges for reimbursement. Whenever private transportation is authorized for out-of-province City business, the total transportation expense paid may not exceed the cost of the transportation, if approved commercial transportation had been used.

Insurance Coverage

All employees who drive either private or City-owned vehicles to conduct City business will ensure that they are properly licensed and that any private vehicle used for City business is properly registered and insured. If an employee is involved in a vehicle accident while driving or traveling in their private vehicle and conducting City business within the scope of their employment the insurance policy for that private vehicle will provide insurance protection for the employee. Therefore, it is essential that the employee consult with their

insurance agent to determine adequate insurance coverage. The City will reimburse the employee for the amount of insurance deductible paid by the employee up to a maximum of one thousand dollars (\$1,000) if the insurer determines fault at less than 50% on the part of the employee.

Plane Fare

Air travel will be reimbursed at the coach rate only. If the employee desires to arrange first-class travel, the employee will pay the difference between the coach rate and first-class travel. The employee will pay airfare for the employee's spouse or guest.

Ground Transportation

Expense to and from airports, such as airport limousine, taxi, or bus transportation are qualified expenses. Road tolls and parking fees are also included. Vehicle rental, after reaching destination by commercial transportation, is permissible when it is necessary and is the most economical and practical means of transportation.

Car Rentals

When travelling by air and a vehicle is required at the destination, the City will pay for the rental of a subcompact vehicle including insurance. Prior approval by the Department Director will be required.

Staff are encouraged to carpool whenever possible to minimize costs incurred when travelling.

5.2.3. Accommodation

Reasonable accommodation will be paid by the City and will include room charge, taxes and hotel parking where necessary. In the case of conferences, accommodation should be booked at the conference hotel or comparable hotel for the duration of the conference and may be extended one day before and/or after the conference as required. Hotel deposits can be made on corporate credit cards, personal credit cards or paid in advance directly to the hotel. Actual charges will be reimbursed upon the submission of receipts.

Personal charges and charges covered by the per diem (Attachment A) should not be charged to a hotel bill unless they are paid separately.

The City pays only the single-room rate. If a double room is required, the employee will pay the difference between the single and double room rate, if any. If two employees share a double room, the double room rate is allowable. At the time of registration, the employee should state that he/she is a City employee in order to ascertain whether or not a government rate is available.

Miscellaneous charges are reimbursable provided they are directly related to the trip. This would include a gift made to a host in lieu of the cost of accommodation at a hotel when staff choose to stay at a relative or friend's home. The maximum claim related to the gift would be \$100.

5.2.4. Per Diem

Meals and Incidental Expenses

Where travel is for a period of more than one day (24 hours), a per diem will be paid by the City at the rates included in Attachment A. The per diem allowance also covers any expense not specifically covered in the previous sections. Receipts are not required for meals and incidentals covered by the per diem allowance.

Where meals are provided as part of the registration fee and are enjoyed by the attendee, the meal allowance will be adjusted on the travel expense report at the individual rates shown on Attachment A.

The per diem rate will be prorated to 50% for partial travel days, where travel either commences after 2:00 pm or is completed prior to 2:00 pm.

Business Meals

Business meetings where employees are conducting City business during mealtime are reimbursable expenses. The meals of guests or other individuals may be paid if business related, upon authorization of the Director or Chief Administrative Officer. Employees are encouraged to use discretion and provide proper justification before requesting reimbursement.

Registration and Banquet Fees

Registration fees and banquet fees as stated by the registration program of the convention are allowable. The employee will pay for the banquet tickets for his/her spouse or guest.

Expenses Outside of Canada

For travel outside of Canada, the per diem rate will be converted at the prevailing foreign exchange rate. Employees must obtain additional medical insurance and the City will reimburse the employee for the premium.

Advances

An advance may be requested for the per diem allowance and hotel accommodation, at a minimum of five days before the day of travel, if an employee does not have the use of a credit card. Requests for advances must be approved by the Department Director. Advances will only be issued as part of a regular cheque run and will be in Canadian dollars.

5.2.5. Hosting and Hospitality Expenses

Management may find themselves in a position to host corporate or other in-town meetings and events for the purposes of conducting business on behalf of the City.

Wherever possible, these costs should be billed directly to the City or charged to a City purchasing card. See Purchase Card Policy A026.

When two or more staff are present for an in-town meeting or event, the highest ranking person must pay for the expenditure and prepare the respective expense report. No employee may approve their own expense.

Officials and Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.

6. Receipts

Original receipts must be submitted for all eligible expenditures. When expenses have been charged to a corporate purchase card, copies of the

receipts should be submitted (as original receipts are required to be attached to the purchase card monthly statement).

If a receipt has been lost and a duplicate cannot be obtained the traveller must provide a written explanation, noted and signed by the approval authority. Complete a Missing Receipt Declaration Form (DM#127729). Otherwise, no reimbursement will be made for expenditures without original receipts or proper approval.

Official receipts for all business expenses incurred should be reported and submitted no later than 30 days following the completion of travel (see Travel Expense Reports).

7. Travel Cancellations

In case of travel changes and cancellations due to emergency circumstances or municipal employment requirements, the cost of any penalties, lost or changed reservations will be reimbursed.

For all other travel changes and cancellations, the cost of any penalties, lost reservations or changed reservations will be the responsibility of the traveller.

8. Travel Expense Reports

Travel Expense reports should be approved by the Manager or Director and submitted to the Finance Department within 30 days of the employee's return to work from Travel. In the case of the Director, the Chief Administrative Officer will approve expenses. In the case of the Chief Administrative Officer, the Director of Financial Services will approve expenses. Original receipts for reimbursable expenses must be attached to the appropriate Travel Expense Report as follows which must be fully completed in detail:

- DM 47297 Mileage Reimbursement Form (Mileage claim only)
- DM 110655 Travel Expense Form

Expenses charged on a City purchasing card should not be included on the Travel Expense Report. Any reimbursable costs in a foreign currency should be converted to Canadian dollars.

9. Travel and Event Registration Approval Process

All requests must be pre-approved by the direct supervisor prior to registration or purchase of travel to ensure coverage and other operational requirements have been considered. Requests may only be considered based on available budget.

Request Type	Pre-Approval Required (Yes/No)	Approved by	Expense Claim Forms and Request Forms
Training and Development	Yes	Manager and Human Resources	Training Request & Education Justification Form
Out-of-Province Travel less than \$2,000	Yes	Department Director	DM 110655 Travel Expense Form
All International Travel	Yes	Chief Administrative officer	DM 110655 Travel Expense Form
Requests over \$2,000	Yes	For Directors – Chief Administrative Officer For all other staff - Department Director	DM 47297 Mileage Reimbursement Form (Mileage claim only) <i>OR</i> DM 110655 Travel Expense Form
Requests under \$2,000	Yes	Department Manager	DM 47297 Mileage Reimbursement Form (Mileage claim only) <i>OR</i> DM 110655 Travel Expense Form

10. Contraventions

Failure to comply with this policy may result in disciplinary action against an employee, up to and including dismissal.

11. Exceptions

Exceptions to any of the aspects of this policy must be approved by the Chief Administrative Officer.

12. Related Policies

Other related policies include:

- (a) Training Policy A035
- (b) Corporate Card Policy A026

Attachment A

CITY OF PITT MEADOWS

Per Diem Rates

Effective Month Day, 2023

Daily Per Diem	\$ 100.00
Deduction for Meals Provided:	
Breakfast	\$ 25.00
Lunch	\$ 25.00
Dinner	\$ 35.00
Incidentals	\$ 15.00