



## POLICY NO. 78

### MUNICIPALITY OF THE DISTRICT OF BARRINGTON MUNICIPAL TRAVEL AND EXPENSE POLICY

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#### 1. **Statement of Policy**

1.1 This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer (“CAO”), and municipal employees in relation to municipal business.

1.2 It shall be the policy of the Municipality of the District of Barrington to compensate elected officials and municipal employees for reasonable expenses incurred when participating in activities related to council/municipal business provided that appropriate prior authority is obtained in accordance with this policy.

#### 2. **Individual Responsibilities**

2.1 Everyone who incurs an expense in relation to municipal business is responsible for:

- a) familiarizing themselves and complying with the provisions of this policy;
- b) completing and submitting expense claims with necessary supporting documentation;
- c) exercising reasonable diligence and care in incurring expenses prudently and responsibly; and with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and video conferencing.

#### 3. **Authority to Travel**

3.1 All municipal travel, for which an expense claim will be submitted, must be approved at the appropriate level within the Municipality.

3.2 Staff will require Manager’s approval in advance for travel outside the Municipality. Managers will require CAO approval. Warden, Deputy Warden and Councillors will require Council approval or specific expense must be included in the budget

4. **Signing Authority**

4.1 The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

<b>Position</b>	<b>Signing Authority</b>
Member of Municipal Council	CAO or designate
CAO	Warden or designate
Employees	Immediate Supervisor or designate

4.2 A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.

4.3 A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

5. **Accommodations Expenses**

5.1 Council members and employees are expected to participate in the government rate programs or the conference attendee rates when possible. Under these programs, provincial and municipal employees are entitled to special accommodations rates. The government rate should be requested at the time of booking and be confirmed before direct billing.

5.2 Council members and employees shall be expected to book accommodations no more than one (1) night before or after the meeting, conference or function, as dictated by a combination of the meeting, conference or function's schedule and travel time to return home.

5.3 All personal charges at hotels are to be settled at the hotel prior to departure.

6. **Per Diem Meal Allowance**

6.1 Council members and employees are entitled to the following daily meal allowance:

Breakfast - \$15.00

Lunch - \$20.00

Dinner - \$30.00

6.2 Meal allowances are not paid for meals provided free of charge at conferences, workshops, hotels etc.

6.3 For religious, medical, allergic or food sensitivity reasons, councillors or staff could be paid a meal allowance for meals provided free of charge. In those exceptional cases, councillors or staff must provide a receipt for the meal and the meal shall be reimbursed at the rates noted above.

6.4 When staff are placed in situations where a meal is above the per diem rate, the CAO may approve such overages.

6.5 Alcohol nor cannabis will not be paid for by the Municipality.

7. **Mileage**

7.1 Councillors and staff shall be reimbursed for actual kilometers travelled on authorized municipal business (conferences, meetings, seminars, etc.) and will only be reimbursed for use of their own personal vehicle. Where several Council members and Employees attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

7.2 Actual kilometers travelled will be reimbursed at the kilometer rate equal to the current mileage rate set by the Province from time to time. Google maps may be used as a reference.

7.3 An employee's place of work shall be considered the starting point and point of return of any trip, unless the employee leaves from and/or returns directly home.

7.4 Councillors and staff who are present to attend a meeting or conference which is cancelled, shall be entitled to payment for travel.

8. **Council Members Appointed by Council**

8.1 Council members appointed by Council to Boards, Committees, Commissions or to attend seminars, conferences, etc., shall be entitled to travel expenses, where the expenses are not paid by said Board, Commission, etc. Members shall be responsible for submitting their claim for travel expenses.

**9. Community Members Appointed by Council**

9.1 Community members appointed by Council to Boards, Committees, Commissions or to attend seminars, conferences, etc., shall be entitled to travel expenses, where the expenses are not paid by said Board, Commission, etc. Members shall be responsible for submitting their claim for travel expenses.

**10. Out of Province Travel**

10.1 When air travel is the most economical, time and effective means of transportation, persons choosing to use a personal vehicle must travel on their own time, except to the extent of work time that would have otherwise been devoted to air travel. Reimbursement during travel shall not exceed the lesser of: the cost of the least expensive airfare available; or the actual kilometre charges (i.e. there shall be no additional reimbursement for accommodations and meals during the travel period.)

**11. Advance of Expenses**

11.1 Upon request, the CAO or delegate, may approve an advance to cover the anticipated expenses of an authorized municipal trip.

11.2 Within thirty (30) days of the completion of a trip for which a travel advance was made, the employee must account for the advance by submitting a travel expense claim for allowable expenses and by remitting any balance in excess of the expenses actually incurred and claimed. If the advance has not been accounted for within the prescribed time limit, Councillors and staff will be billed directly for amounts which they owe the Municipality.

**12. Expense Claims**

12.1 Expense claims must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.

12.2 The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:

- a) Claims for per diem meal allowances
- b) Claims for personal vehicle kilometrage for authorized travel

12.3 Debit and credit card transaction records are not acceptable as receipts.

12.4 The municipality will not reimburse a travel expense claim to anyone who is not a member of council, community member or employee. It is prohibited to submit a claim on behalf of others.

12.5 No expense claim shall be paid unless the claim is first approved for payment by the Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:

- a) the claim is consistent with this policy;
- b) the expenses claimed were necessarily incurred in the performance of municipal business;
- c) appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed;
- d) the expenses claimed have appropriate justification; and
- e) all requirements, as determined by the municipal audit committee, have been fulfilled.

12.6 In considering an expense claim for payment, a signing authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that the signing authority decides is unreasonable or not in compliance with this policy.

12.7 The Finance Department has the right to withhold payment until all supporting documentation has been received.

12.8 The use of petty cash to pay an expense claim is prohibited.

### 13. **Timeframe**

13.1 A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.

13.2 Expense must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

### 14. **Use of Municipal Credit Cards**

14.1 The following limits shall apply to the use of municipal credit cards:

- a) the use of travel advances is prohibited if the Claimant has a municipal credit card.
- b) The municipal credit card shall only be used for expenses that are permitted under this policy, and without limited the generality of the foregoing, shall not be used for cash advances or personal expenses;
- c) reimbursement for interest incurred on a municipal credit card is prohibited.

**15. Fraud, Misuse or Misappropriation of Municipal Funds**

15.1 Fraudulent irregularity, misuse or misappropriation of municipal funds may result in disciplinary action up to and including termination of employment.

15.2 Suspicious activity and potential misuse of funds must be reported to the CAO immediately. If suspicious activity involves the CAO, report to the Warden.

**16. Reporting Requirements**

16.1 Pursuant to ~~Section 65A of~~ the Municipal Government Act, the CAO shall ensure that the Municipality does the following:

- a) Within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the municipal website for the Warden, CAO (including an employee of the Municipality delegated any of the responsibilities or powers of the CAO pursuant to Subsection 29(b) of the Municipal Government Act) and each member of Council on their expenses regarding the following:
  - Travel and travel related expenses, including transportation, accommodation and incidentals;
  - Meals;
  - Training and education.
- b) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

**17. Review Requirements**

17.1 The Municipal Audit Committee shall review the Expense Annual Summary Report by October 31st of each year.

February 25, 2019