



# District of Lantzville

Incorporated June 2003

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**Policy No.: 3000-3**

**Date of Implementation:** September 27, 2004

**Dates Amended:** February 8, 2010 / December 10, 2012/ June 13, 2016/ November 26, 2018

**Council Resolutions:** C-25-10 / C-26-10 / C-131-12/ C16-109/ C18-194

## *Travel Expense Reimbursement*

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### **PURPOSE**

To establish a policy for reimbursing expenses incurred by District of Lantzville (the District) Council members and employees when they are authorized to represent the District, to engage in District business or to attend a District meeting, course or convention.

### **POLICY**

#### **1. Basic Allowance**

- a) Individuals who are entitled to reimbursement for out-of-town expenses shall be entitled to a per diem to cover all reasonable expenses including meals, gratuities, dry cleaning, telephone calls and other miscellaneous costs. The travel allowance of up to \$80 per day for meals and incidentals is paid as follows:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Incidentals	\$10.00

Meals provided without charge at functions are to be deducted from the travel allowance at the rates listed above.

To be eligible for the various meal allowances travel must start before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.

- b) Mayor, Council members and Department Heads are encouraged to use actual receipts for the cost of meals provided that they are reasonable under the circumstances and properly approved.

#### **2. Accommodation**

- a) The full costs of commercial accommodation, substantiated by receipts, will be reimbursed at the single standard rate. Effort is to be made to achieve a reasonable room rate and government rates are to be requested when available.

- b) Individuals who arrange for private accommodation will be reimbursed \$50.00 per night in lieu of commercial accommodation cost.

**3. Transportation**

- a) Actual airfare at economy rate, substantiated by receipts, will be paid.
- b) Parking, taxi, ferry, and other reasonable transportation costs for municipal business, substantiated by receipts, will be reimbursed.
- c) Mileage for the use of personal vehicle on District business shall be reimbursed using the Canada Revenue Agency's automobile allowance rates.

**4. Registration and Tuition Fees**

- a) Receipts are required for the reimbursement of actual costs incurred for registration and tuition fees for conferences and courses. Registration and tuition fees will only be reimbursed if registration/attendance was approved and authorized by the respective department head or Chief Administrative Officer in advance of registration and/or attendance.
- b) Every effort shall be made to take advantage of early registration or tuition fees.

**5. Approval**

- a) To claim travel expense reimbursement, including registration and tuition fees, or a travel advance, the employee must obtain the approval of the respective Department Head or Chief Administrative Officer. Both the claimant and the Department Head must sign all travel expense claims prior to being submitted for reimbursement. For the Chief Administrative Officer, expense reimbursement claims must be approved by the Director of Financial Services.
- b) Mayor and Council travel expense claim reimbursements are reviewed and if in order approved by the Director of Financial Services.

**6. Time Limit**

Claims for reimbursement of travel expenses must be submitted within 90 days of the period in which the expenses are incurred. Travel expenses not claimed within the 90 days will require the approval of the applicable Department head or Chief Administrative Officer.

**7. Adjustments**

This policy shall be reviewed periodically by the Director of Financial Services to ensure the rates reasonably reflect the costs of travel and any proposed changes are to be referred to the Chief Administrative Officer.