



## Village of Silvertown Policy Manual

**Category: Administration**

**Policy Title: Travel Reimbursement**

**Policy Number: A-1 2018**

**Effective Date: December 11, 2018**

**Resolution No.: 144/2018**

**Revision: Replaces A-1 2016 Council Compensation & Personnel Travel Claim Form Policy**

This Policy describes Council compensation and the reimbursement of travel expenditures incurred by members of Council and employees in the performance of their duties. It includes information on the type of expenditure, claims, advances, maximum daily allowance and guidelines for the reduction of daily allowances.

The Village shall reimburse members of Council and employees for reasonable travel expenditures incurred in the performance of their duties. The expenditure shall be included in the financial plan.

- Council members attendance at conferences, courses and other meetings shall be approved by Council.
- All employee's attendance at conference and other related Village business must be approved by the Chief Administrative Officer.
- No expense claims will be provided for spouse or other relatives that accompany the Council member, employee. All expenses for spouses shall be at the expense of the individual.

Expenditures should be reasonable and follow the guidelines below:

### **ACCOMMODATION & TRAVEL**

Claim actual expenditures, receipts required.

- Government rates should be requested whenever possible
- If travelling with a spouse, only the single rate for the room will be reimbursed
- Personal and incidental costs will not be reimbursed: personal and incidentals cover personal phone calls, snacks, mini bar items, cleaning and laundry services, gratuities and other incidentals not otherwise covered in the travel policy

### **MEALS**

Per Diem	Breakfast	\$ 15.00
	Lunch	\$ 20.00
	Dinner	\$ 35.00

- Receipts are not required
- Meals included in conference or convention registration shall be deducted from the per diem allowance
- Subject to exceptional situations where a member has incurred out of pocket expenses to supplement meals provided and/or does not partake in the meal provided, the actual incurred costs may be reimbursed, up to the applicable meal allowance
- For travel to the U.S. the per diem will be in U.S. dollars although reimbursement is made in equivalent Canadian funds

## **TRANSPORTATION**

Vehicles \$0.54 per kilometer

- Traffic and parking fines will not be reimbursed

Airplane

- Equivalent of Economy Class will be reimbursed, receipt required
- The most economical mode of transportation is to be used, unless there is a specific practical reason to choose otherwise, i.e. flying may be preferable to driving long distance

Parking

- At actual cost based on receipts

Car Rental

- When necessary at actual cost based on receipts provided

## **REGISTRATION FEES**

Registrations

- Claim actual expenditures, receipt required

## **ADVANCES**

Council members or employees who anticipate incurring expenses payable under this Policy may receive, upon application, an advance allowance of up to 100% of their anticipated expenses. Advances will not be paid more than seven (7) days prior to the travel commencement date. Any unused advance funds must be returned to the Village within seven (7) days of completion of travel.

## **REIMBURSEMENTS**

Travel expense claims shall be submitted to the Village on the prescribed form attached as “**Schedule A – Travel Claim Form**”, to this Policy with receipts attached. Note that a receipt is defined as a slip from the vendor showing details of items purchased, not the signed credit card slip. **Claims must be submitted within fourteen (14) days of the period in which the expenses are incurred.**

**APPROVAL**

The Chief Administrative Officer approves Council and employee expenses.

The Mayor or Acting Mayor approves the Chief Administrative Officers expenses.

**ADJUSTMENTS**

The per diem and vehicle allowance may be adjusted periodically by Council resolution.

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**Mayor**

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**Chief Administrative Officer**



**Village of Silvertown  
SCHEDULE A  
TRAVEL CLAIM FORM**

**APPLICATION – This applies to all council members and employees.**

**PREAMBLE**

The Village of Silvertown will reimburse for travel according to Policy A-1, 2018. This form must be submitted within 14 days upon return from travel with appropriate corresponding receipts for Village business:

<b>VILLAGE OF SILVERTOWN TRAVEL CLAIMS</b>	
<b>NAME:</b>	_____
<b>PURPOSE OF EVENT:</b>	_____
<b>LOCATION:</b>	_____
<b>DATES OF TRAVEL:</b>	_____
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<b>MEALS:</b> BREAKFAST:\$15 X _____ LUNCH:\$20 X _____ DINNER:\$35X _____	TOTAL \$ _____
<b>MILAGE:</b> RETURN TRIP _____ KM @ \$.54	TOTAL \$ _____
<b>FLIGHT RETURN TRIP:</b> _____	TOTAL \$ _____
Other Expenses: _____	TOTAL \$ _____
(All appropriate receipts must be attached for reimbursement)	TOTAL EXPENSES: \$ _____
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SUBMITTED BY: _____	DATE: _____
APPROVED BY: _____	DATE: _____
(Council Resolution) (Approval not required if already included in the approved budget)	

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO