

The Corporation of the City of Stratford

Policy Manual

T.2 Travel and Expense

Dept: Director of Corporate Services

Committee: Finance and Labour Relations

T.2.2 Travel and Expense for City Employees

Adopted: December 21, 1998 by R98-669

Amended: Sept. 10, 2001 by R2001-492, November 25, 2013 by R2013-466,
July 15, 2019 by R2019-313

Reaffirmed:

Related Documents:

☒ Council Policy ☐ Administrative Policy

1.0 PURPOSE AND SCOPE:

This policy is for the guidance and direction of employees of the City of Stratford who incur expenses while travelling on authorized corporation business. Such persons are expected to use discretion and good judgement in all matters where municipal funds are spent.

2.0 OVERVIEW:

It is municipal policy to reimburse employees for specific expenses as provided herein incurred on the City's behalf while on authorized corporation business. Such expenses must be reasonable in the circumstances and must be necessary and incidental to the performance of municipal business. The policy is not intended to reimburse employees for expenses of a purely personal nature.

The City encourages employees to become involved in conferences, conventions, training courses and workshops in order to network with other professionals and further develop their skills and knowledge.

3.0 AUTHORIZATION:

Prior to commitment, approval is required as follows:

- 3.1 The travel costs for all employees must be approved by their direct supervisor. These costs must be provided for in the budget.

4.0 TRANSPORTATION:

- 4.1 All transportation arrangements must be approved as established under Section 3.1 and must be the most practical method of travel considering both time and total cost.
- 4.2 Where an authorized employee has access to a City owned vehicle, such vehicle should be utilized for the purposes of travel, where feasible.
- 4.3 Within a 50km radius of the City of Stratford, employees using their own vehicles for approved work related business may claim mileage from the lesser distance from either the employee's normal place of work to approved destination or from employee's home to approved destination.
- 4.4 For travel outside a 50km radius of the City of Stratford, employees must check with the Fleet Supervisor for availability of a City vehicle before using a personal vehicle or rental car.
- 4.5 If a Fleet vehicle is not available, the use of a personal vehicle or rental car will be authorized.
- 4.6 Authorized travel by personal vehicle on City business will be paid at the prevailing Department of Finance Canada rate for post 5,000 kilometers (plus \$0.01) plus parking charges supported by receipts to a maximum 600 km radius of the City of Stratford.
- 4.7 If a Fleet vehicle is available and a personal vehicle is used out of personal preference, reimbursement will be limited to actual gas receipts submitted.
- 4.8 City employees who use their personal vehicles for City business are advised to carry a minimum \$2,000,000 liability limit and to ensure that their insurer is aware that their vehicle is used for city business and that it is rated correctly for that use and that the employee review their Automobile Accident Benefit limits to ensure that those limits satisfy their individual needs.
- 4.9 When more than one employee attends a function, they shall attempt, where feasible, to travel together to reduce costs.
- 4.10 If an employee is approved to travel by rental car, train or air, the City will cover the cost of first class return train fare, economy return airfare or full rental of a sub-compact car.
- 4.11 If an employee is approved to travel by train or air, the City will cover reasonable costs to and from the hotel and terminal.

5.0 MEALS AND INCIDENTALS:

- 5.1 An employee attending approved functions shall be eligible for reimbursement for meals plus taxes and gratuities to a maximum of \$12 for breakfast, \$20 for lunch and \$30 for dinner.
- 5.2 Original itemized receipts (showing HST) will be required for meals.
- 5.3 There will be no reimbursement for alcohol.
- 5.4 In the absence of original itemized receipts, the City will reimburse in accordance with Canada Revenue Agency regulations currently in effect governing the Simplified Method for claiming Meal Expenses.

6.0 ACCOMMODATION:

- 6.1 An employee attending approved functions shall be eligible for reimbursement of actual hotel rate charged for single/double room plus tax.
- 6.2 Accommodation expenses are only eligible within any or all of the following periods:
 - the actual days of the conference, convention, training course or workshop;
 - the day previous if the function begins before noon;
 - the day following if the function ends after 6:00 p.m.;
 - additional days required for travel if authorized by the Director of Corporate Services.

7.0 REGISTRATION:

- 7.1 An employee attending approved functions shall have the actual amount of the registration fee paid by the City of Stratford. Registration fees for companions will be the responsibility of the employee.

8.0 ADVANCES:

- 8.1 Travel advances may be given in respect to this policy provided that the Director of Corporate Services has ten days advance notice and is properly authorized in accordance with this policy.
- 8.2 The applicant is liable for the whole amount until the expenditure for which it is being requested is approved.
- 8.3 Any unexpended advance must be repaid within thirty days of the last day of the conference or convention.
- 8.4 Advance requests and reimbursement claims shall be in the format prescribed by the Director of Corporate Services.

9.0 INELIGIBLE EXPENSES:

9.1 Ineligible expenses include:

- Spousal or family expenses;
- Personal entertainment (hotel bar charges, movies, etc);
- Personal side trips while travelling;
- Flight insurance premiums;
- Charges for excess personal luggage;
- Meals which have already been paid for as part of the conference package.

10.0 OTHER MATTERS:

10.1 Receipts are required to support eligible expenses.

10.2 If an employee has a Corporate Purchasing card they should use it for eligible expenses, and not a personal credit card.

10.3 Expense claims for reimbursement must be submitted to Finance within 30 days.

10.4 Where an employee is registered to attend a function, every reasonable effort shall be made by the registered participant to give appropriate notification of cancellation. Notification should be directed to the approval authority.

10.5 Any conventions, conferences, training courses and workshops outside the Province of Ontario and within North America shall not exceed one per year for any employee and no more than one employee may attend any one function outside the Province of Ontario. The only exception is where the employee has been invited to participate and the costs are substantially covered by the organization extending the invitation. Any functions outside North America must be approved by resolution of Council.

10.6 The limitations in clause 10.5 do not apply to employees who sit on national boards and committees who meet regularly throughout the year.

10.7 It is recognized that, from time to time, circumstances may arise that cannot be tied to the preceding guidelines and that the Director of Corporate Services shall have discretion to make minor exceptions to this policy that, in their opinion, fall within the overall intent of this policy.

10.8 The Director of Corporate Services has responsibility for monitoring this policy.

10.9 This policy is effective immediately upon passage by Council.