

## **POLICY**

### **TRAVEL AND EXPENSE REIMBURSEMENT**

#### **PURPOSE AND INTENT**

The intent of this policy is to ensure business travel is managed in a cost effective manner by defining fair and equitable procedures and regulations for authorized business travel and expense reimbursement. CSRD business travelers are expected to apply good judgment and should ensure conservative and reasonable travel expenses, consistent with normal living standards.

The purpose is to determine appropriate and eligible reimbursement for travel, mileage, meals, accommodation and other expenses for Columbia Shuswap Regional District (CSRD) Directors and Staff while on CSRD business, or at the express direction of the CSRD Board.

Reimbursement will be paid to CSRD Directors and Staff in accordance with this policy *only* where expenses are properly claimed and are deemed to be an eligible expense.

Staff travel must be authorized by the appropriate supervisor and expense claims must be approved by the appropriate supervisor prior to submission for expense reimbursement. Director travel must be authorized pursuant to Bylaw No. 5510.

#### **1. Travel, Transportation and Mileage**

- 1.1 Mileage is reimbursed in accordance with Policy F-7 Metrage.
- 1.2 When making travel plans, Directors and Staff are expected to utilize the most cost effective method of travel considering time, convenience and safety.
- 1.3 The maximum mileage claim for long distance automobile travel shall be equivalent to the cost of fully refundable economy airfare available at the time of booking other travel arrangements (airfare costs would include applicable travel to and from the airport, travel to and from the hotel, parking and additional accommodation expenses as required).
- 1.4 All other travel costs related to transportation and mileage, including but not limited to parking, transit passes, and taxi fares shall be reimbursed at actual cost and must be supported by original receipts in order to be eligible for reimbursement.
- 1.5 Any mileage claimed under this Policy must include the following information:
  - Date of travel
  - Each location travelled to
  - Distance travelled
  - Purpose of travel
- 1.6 Travel expense claims must be submitted monthly at a minimum.

## 2. Accommodation

- 2.1 Accommodation is reimbursed at cost and requires that original receipts be submitted.
- 2.2 Reimbursement for overnight stay will be at the conference rate if staying at a hotel where the conference rates have been obtained by the organization hosting the event, or at the government rate if lodging has been obtained elsewhere.
- 2.3 Where approved travel requires overnight stays and the Director or Staff choose to stay with friends or relatives in lieu of a hotel, an allowance in lieu of hotel accommodation is \$30 per night without the submission of receipts. Additional costs incurred as a result of the alternate accommodation will be reimbursed with the submission of receipts; however the maximum reimbursement of alternative accommodation and related expenses shall be equivalent to the event rate or government rate of the conference hotel.

## 3. Meal Allowances

- 3.1 For each travel day or portion thereof while on CSRD business, requiring an overnight stay, a meal allowance may be claimed in lieu of providing receipts as follows:

	Zone 1	Zone 2
Breakfast	\$20.00	\$25.00
Lunch	\$25.00	\$30.00
Dinner	\$35.00	\$45.00

Zone 1 is all areas of the Province of BC, except those areas identified as Zone 2. Zone 2 includes Greater Vancouver Regional District, Whistler and Capital Regional District (Victoria). Out of province travel will be reviewed on a case by case basis, with rates to be approved in advance by the CAO.

- 3.2 Where meals are included in a workshop, conference or similar event, no amount may be claimed for meals, gratuities or other personal supplies or services.
- 3.3 Travel within the CSRD not requiring an overnight stay will be reimbursed at actual costs and must be supported by original, detailed receipts.
- 3.4 Travel outside the CSRD boundaries, not requiring an overnight stay will be entitled to claim a meal allowance if such travel requires the director or staff to be away from the CSRD in excess of 4 hours.
- 3.5 If paying for meals using a corporate credit card, the original, detailed receipt is required for all meal expenditures as well as the credit card stub showing the gratuity paid. Gratuities are not to exceed 15% of the cost of the meal.
- 3.6 Even where supported by receipts, meals must not exceed allowances outlined in 3.1.

#### **4. Other Expenses**

- 4.1 Other unavoidable or extraordinary expenses incurred that are not covered in this policy may be considered for reimbursement on an individual basis. Payment for these types of expenses will be considered individually and will not create a precedent for future activities.

#### **5. Ineligible Expenses for Reimbursement**

- Motor vehicle infractions
- In-room movies, mini-bar charges or personal services
- Alcoholic beverages
- Parking tickets, fines or towing charges
- Vehicle damages, excepting damage pursuant to Policy F-7
- Cost for participation in optional recreation and social activities if not included in the conference registration fee
- Costs for spouse/partner programs

This policy is to be reviewed on a periodic basis, and in no event, should the review be in excess of 4 years.

August 1981

August 21, 2014