

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 travellers are expected to apply good judgement and should ensure conservative and reasonable travel expenses, consistent with normal living standards.

The purpose of this policy 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 and expenses must be authorized by the appropriate supervisor and expense claims must be approved by the appropriate supervisor prior to submission for expense reimbursement. Chief Administrative Officer travel and expenses will be authorized by the Board Chair. Director travel must be authorized pursuant to Bylaw No. 5786.

1. Registration Fees

- 1.1. Registration for seminars and conferences will be paid at the actual rate for all CSRD employees, provided the employee has received preauthorization to attend.
- 1.2. Registration fees for specified conferences for Directors (as per Bylaw No.5786) will be paid at the actual rates. Registration fees for discretionary meetings or conferences will be paid at the actual rate and reimbursed from the Directors constituency allowance.
- 1.3. Registration fees for social events at conferences such as golfing, brewery tours, whale-watching, etc. will not be reimbursed.

2. Travel, Transportation and Mileage

- 2.1 Mileage is reimbursed in accordance with Policy F-7.
- 2.2 When making travel plans, Directors and Staff are expected to utilize the most cost effective method of travel considering time, convenience and safety.
- 2.3 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).

- 2.4 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.
- 2.5 Any mileage claimed under this Policy must include the following information:
- Date of travel
 - Each location travelled to
 - Distance travelled
 - Purpose of travel
- 2.6 Travel expense claims must be submitted monthly at a minimum.

3. **Accommodation**

- 3.1 Accommodation is reimbursed at cost and requires that original receipts be submitted.
- 3.2 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.
- 3.3 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.

4. **Meal Allowances**

- 4.1 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	\$50.00

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). All meal allowances include taxes and gratuities. Out of province travel will be reviewed on a case by case basis, with rates to be approved in advance by the CAO.

- 4.2 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. All meal allowance claims for attendance at these types of events must be accompanied by an agenda that shows which meals are not provided.
- 4.3 Meal expenses for travel within the CSRD not requiring an overnight stay will be reimbursed at actual costs and must be supported by original, detailed receipts.
- 4.4 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.
- 4.5 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 18% of the cost of the meal.
- 4.6 Even where supported by receipts, meals must not exceed allowances outlined in 4.1.
- 4.7 Meal allowances on travel days will be calculated on a prorated basis. For travel days ending prior to 11:00 am the per diem allowable will be breakfast only. For travel days ending between 11:00 am and 4:00 pm the per diem allowable will be breakfast and lunch only. For travel days starting after 2:00 pm the per diem will be dinner only.

5. Other Expenses

- 5.1 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.

6. Cost of Living Adjustments

The meal allowances and accommodation allowance in lieu of hotel will be adjusted annually each January 1, starting January 1, 2023, by the BC Consumer Price Index (all items) of the previous calendar year, rounded to the nearest dollar.

7. 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.

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DRAFT