

## POLICIES AND PROCEDURES

POLICY: # P  
SUBJECT: EXPENSES – BUSINESS, TRAVEL & ACCOMODATION  
EFFECTIVE: March 30, 2012  
SUPERCEDES:

### POLICY

The intent of establishing this policy is to define the guidelines and procedures for reimbursement of expenses as they are incurred. This policy is designed to provide guidance on the consistent application of a common privilege held by employees of the Town. The Town will pay for reasonable expenses incurred for authorized travel and other expenses incurred to carry out the business of the Town.

#### In General

All Expense Claim forms must be approved by a director before being submitted. It is the responsibility of both the director and the employee to ensure that the expenses incurred have been for legitimate business, are *reasonable* in the context of business activity, and are in accordance with this policy. Original receipts must be submitted with the approved Expenses Claim form to substantiate all entries.

*'Reasonable' is defined as fair and moderate.*

### PROCEDURE:

- 1.0 Submission Deadline: All approved Expense Claims must be submitted to Accounts Payable by the end of the month in which the expenses occurred. Employees will be reimbursed by cheque. Expenses that are more than three (3) months old will not be reimbursed.
- 2.0 Expense Claims: Must be submitted using the Town's Expenses Claim form.
- 3.0 Mileage: Employees are entitled to claim mileage for work related travel at the rate of \$0.52 per kilometre. The destination and the reason for the incurred mileage must be included in the expense report. When travelling together on Town business, employees are encouraged to meet at a central location and car pool.
- 4.0 Items not covered for Mileage: Travelling distance between home and normal work location is not covered. Employees who receive a car allowance are not

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eligible to submit expenses related to mileage unless they travel outside the Region.

**5.0** Parking & Tolls: The cost of parking and tolls are eligible for reimbursement. *(Use of the ETR-407 for example, should be approved before submitting a claim for reimbursement).*

**6.0** Use of personal vehicles: Employees using personal vehicles for business purposes are responsible for ensuring their own vehicle has the correct classification for insurance purposes; the cost for this is part of the Town's 'Mileage Allowance' and cannot be claimed as a separate item.

**7.0** Conferences & Seminars: Prior to enrolment, employees must have authorization from their director to be eligible for reimbursement.

**8.0** Meal Allowance: Expenses for meals will be provided when an employee is away from the Town on business, training or seminars (when not included as part of the seminar or training fees). The following allowances indicate the maximum allowance per day per employee.

- Breakfast \$15.00
- Lunch \$20.00
- Dinner \$35.00

**9.0** Out of Town Travel & Accommodation: All employees will make their own travel arrangements. They may use:

- Their own personal credit card;
- A Corporate credit card; or
- Arrange for an invoice to be sent directly to the Town

Reimbursement of reasonable accommodation expenses is normally limited to a single room rate per traveller.

Reimbursement of travel costs will not normally exceed economy air or rail fare. To be reimbursed for these costs, the employee must attach the electronic ticket(s), accompanied by boarding passes, and/or other proof of completed travel with their Expenses Claim form.

If accommodation or travel reservations are cancelled it is the responsibility of the employee to ensure that cancellation is made in sufficient time to avoid any financial penalty.

**9.0** Ineligible Expenses include but are not limited to:

- Personal entertainment *(hotel movies, sight seeing and other*

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*personal entertainment);*

- Tickets and fines for traffic violations;
- Entrance fees etc. to social clubs;
- Passport Fees; and
- Service fees, interest charges or annual fees associated with personal credit cards.

This policy has been approved this 4 day of April 2012, by the Corporation of the Town of Niagara-on-the-Lake's Chief Administrative Officer, Mike Galloway.

Signed: 

*Further interpretation of this policy is the responsibility of the Council, and/or the C.A.O and when applicable in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.*