

# CITY OF WELLAND

## POLICY

<b>Policy Title:</b> Travel and Corporate Expense Policy	
<b>Date of Approval:</b> March 25, 2008	<b>Policy Number:</b> FIN-001-0011
<b>Lead Role:</b> Treasurer, Department Heads	<b>Support Role:</b> Supervisors/Managers
<b>Cross Reference:</b> By-law 2008-36, Policies HUM-001- 0008, HUM-001-0014, HUM-001-0015	<b>Next Review Date:</b>
<b>Council File Number:</b> 08-14	<b>Revision Date:</b>

### Policy Statement:

Any employee, member of Council, the Mayor, and any employee contractor of subsidiary organizations of the Corporation of the City of Welland (the "Corporation") when attending events or activities related to the City's business and affairs may be reimbursed for travel, accommodation, and reasonable miscellaneous expenses incurred. Volunteer members of boards, committees, task forces, etc. are not eligible for expense reimbursement.

### Purpose:

To establish standards and procedures for travel and related expenses when participating in, or travelling to, an activity of interest to the City.

### Scope:

This policy shall apply to all City of Welland employees both union and non-union, the Mayor, all members of Council, contract employees of subsidiary organizations and all part-time, summer/co-op students. Any activity from which expenses are being sought shall conform to related policies.

### Procedure:

Any person captured under this policy may incur expenses such as travel costs, mileage, conference and convention registration, and parking charges among other things while conducting City business.

Wherever and whenever possible it is encouraged that City of Welland facilities and venues be offered to host meetings to provide promotional opportunities and limit travel related expenses.

Expenses will be reimbursed providing they are reasonable in nature and amount, are properly supported with documentation, and have been approved by an authorized department head. Both the claimant and Treasurer shall consider the following parameters, limitations, and exclusions as detailed below.

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### **POLICY DETAILS:**

#### **GENERAL:**

- 1) It is understood that all persons captured under this policy will utilize the most practical and economical means to conduct City business. It is recognized, however, that no person will be grossly inconvenienced when conducting City business, or coordinating travel and transportation for City business.

#### **TRANSPORTATION:**

- 1) The most economical means will be used when travelling to, and from, a destination when conducting business. Car-pooling is encouraged, and only the driver may claim mileage.
- 2) When personal motor vehicle travel exceeds 500 km round trip, the lesser of a car rental or total mileage shall be claimed. Travelers are responsible for obtaining a rate quote from an automobile rental company.
- 3) When traveling by air, bus, or rail, the City shall pay the most economical rate. Receipts must be provided for reimbursement.

#### **MILEAGE: also see Transportation**

- 1) May be claimed when using a personal motor vehicle when conducting City business.
  - i. Employees with Council approved car allowances may not claim mileage for city business within the Region of Niagara border.
  - ii. Employees without car allowances may claim mileage when using a personal vehicle for city business and related travel at as per/km rate approved by Council.
  - iii. Members of Council may claim mileage when using a personal vehicle for city business and related travel outside the City border at as per/km rate approved by Council.

#### **PARKING AND SHUTTLE/TAXI:**

- 1) Reimbursable when incurred while on City business.
- 2) Parking lots providing receipts are preferred over metered parking.
- 3) The City will not reimburse for illegal parking, or fines issued for expired meters.
- 4) Taxi and shuttle charges may be claimed with supporting receipts.

#### **ACCOMMODATION:**

- 1) Hotel accommodations shall be reimbursed for single-occupancy rate only.
- 2) Conference rates shall take preference if/when available.

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- 3) Business telephone calls, faxes, postage, and other business incidentals necessarily incurred and included on the hotel bill shall be allowed for reimbursement, and are not included in the per diem.
- 4) The department General Manager must approve requests for accommodation the night before a one (1) day event, or for overnight stays beyond 150kms (one way) from Welland.\*

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\* Exception may be provided for accommodation the night before an event, which occurs inside the defined GTA (one way travel is less than 150km from Welland).

### **CONFERENCE AND SEMINAR REGISTRATIONS:**

- 1) Eligible persons under this policy shall be reimbursed for registration and associated costs.
- 2) Spouses, partners, and/or other guests may not claim registration, related fees, or spousal packages.

### **MEALS:**

- 1) A per diem amount as prescribed in Schedule A shall be provided to persons covered under this policy when travelling on City business and only when overnight accommodation is required. A per diem will not be provided for same day meetings, events or workshops, and the like except as allowed under 'ACCOMMODATION'. The per diem is intended to cover meals and incidentals not provided/supplied while attending the event. Alcohol is not considered part of the per diem, and the City will not reimburse for consumption of alcohol either personally, or when hosting a guest or guests. Mileage is not considered part of the per diem. See HOSPITALITY, MILEAGE
- 2) Receipts for all food and meals shall be maintained up to and exceeding the per diem amount irrespective of whether a per diem is provided. Should the per diem be exceeded, receipts must be provided for reimbursement. No other document will be accepted for reimbursement, .e.g. credit card statements.
- 3) Councillors or Staff attending conferences, seminars, etc. can claim expenses for meals not provided in the cost of registration, and outside the per diem allotment only if #2 above is satisfied.
- 4) Councillors, Staff, or employees of agencies of the City will not be reimbursed for alcoholic beverages. SEE HOSPITALITY
- 5) A per diem rate will be set by Council from time to time.

### **HOSPITALITY:**

- 1) The City recognizes that the infrequent use of alcohol at certain City-hosted, or attended, corporate functions, or events, may serve a legitimate business purpose insofar as it is

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reasonable and does not contravene the zero tolerance alcohol and substance abuse use policy.

- 2) At the discretion of attending (present) Mayor, Council, or department head these expenses may be allowed provided the budget is respected. Approval and authorization for expenses of this nature will be provided by the senior most official present at the event.
- 3) Any claim of this nature must be fully supported by clearly itemized receipts.

### **NOT REIMBURSABLE:**

The following will not be reimbursed by the City as an expense. The list is inclusive, but not restricted to:

- 1) Personal entertainment and miscellaneous activities including but not limited to personal services, adult entertainment, movies, personal use videos/DVD's, sporting events, sight-seeing tours, theatre, or golf tournaments and games related to a conference or seminar, AGM, etc. All other activities and services not listed are at the discretion of the City Treasurer.
- 2) Fines, tickets, or chargeable infractions.
- 3) Sundry or miscellaneous items including but not limited to dry cleaning, confections, souvenirs, personal reading material, personal care products, duty free items;
- 4) Lost, stolen, or damaged items.
- 5) Insurance coverage or repair expenses for privately owned vehicles.
- 6) Expenses related to damages to uninsured rental cars or privately owned vehicles.
- 7) Interest charges levied on overdue invoices or credit card statements.

### **ADMINISTRATION:**

#### **APPROVAL:**

- 1) Each department is responsible for budgeting appropriate funds for expenses associated with City business, training, conferences, and related activities.
- 2) Department heads are responsible for approving staff attendance and expense claims.
- 3) Expense claims shall be submitted with original, itemized receipts, if applicable. Credit card receipts showing amount totals only or credit card statements are not acceptable substitutes.
- 4) Conference, program, work shop agendas are required for processing of all requests

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- 5) Council claims shall be submitted through the City Manager's Office. The Mayor and each Councillor is responsible for preparation & submission of their respective expense claim. The Nominating Committee responsible for approving the claims of the Mayor and Council members.
- 6) Travel arrangements, and per diems will be processed in a timely manner. Per diem requests will be processed if received earlier than 96 hours before the event otherwise the traveller is required to use own funds and seek appropriate reimbursement in accordance with this policy

### **CASH ADVANCES: also see Per Diem**

- 1) Per Diem cash advances are not provided for events, conferences, workshops, etc. that do not require overnight accommodation. SEE ACCOMMODATION.
- 2) A per diem rate shall be available as a cash advance only if submitted on the "Joint Cash Advance/Conference Attendance" form to the Department Head for approval no later than 96 hours before the 1st day of travel.
- 3) The Finance Department will only process approved Cash Advances if the approved form is received 48 hours prior to the 1st day of travel.
- 4) Upon return, the claimant shall complete Schedule B with all documentation and receipts of expenses and submit the form for either a refund to the City or for the claimant.

### **CLAIM PERIODS:**

- 1) Expense claims can be made at any time within the calendar/fiscal year, but the claimant may hold expense claims until the total amount claimed exceeds \$50.00.
- 2) Claims exceeding \$50.00 must be submitted no later than the end of fiscal quarter immediately following the quarter in which they were expended.
- 3) Expenses incurred in December must be submitted no later than January 31st of the immediate next fiscal year.
- 4) Any and all claims must be submitted on the completed Schedule B of this policy, or as issued by the Finance Department.

### **AUDIT:**

- 1) Travel records, conference attendance, and other source documents may be subject to audit from time to time at the discretion of the Treasurer and without advanced notice.

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### **COMPLIANCE:**

- 1) The City Treasurer reserves the right to deny claims not in conformance with any part of this policy.
- 2) It is the responsibility of the employee, members of Council, and Mayor to comply with this policy and for supervisors/managers to ensure employees comply, are aware, and adhere to, the standards of this Policy.
- 3) Failure to comply may result in reimbursement being denied, and more serious compliance issues dealt with through the Discipline Policy.

### **SCHEDULE "A"**

#### **Per Diems**

	<b>MAYOR</b>	<b>COUNCIL</b>	<b>STAFF</b>
BREAKFAST AND BREAK	\$10	\$10	\$10
LUNCH AND BREAK	\$20	\$20	\$20
SUPPER	\$45	\$45	\$45
MAX. PER DIEM/DAY	\$75	\$75	\$75

Per diems are intended to be used when travelling on City business, and when overnight attendance is required.

A per diem will not be provided for same day meetings, events or workshops and the like. A single day per diem is available if ACCOMMODATION (section 4) is satisfied.

The per diem is intended to cover meals not provided/supplied while attending the event. Alcohol is not considered part of the per diem, and the City will not reimburse for consumption of alcohol either personally or when hosting a guest or guests. Mileage is not considered part of the per diem, and will be claimed separately. A per diem may be reduced if meals are included in conference, workshop, etc. by an amount equivalent to the provided meal as shown in the schedule. A registration form and program agenda must accompany the request for per diem or expenses.

### **STIPEND**

The Mayor and Council only receive a stipend in conjunction with a per diem. A stipend is designed to acknowledge and recognize the attendance at an activity and additional commitment of time by the individual.

Stipends are provided separate to the expense claims. A stipend claim may be processed separate to the per diem and expense claim providing if requested 96 hours ahead of the event