



**VILLAGE OF  
HARRISON HOT SPRINGS  
POLICY**

<b>COUNCIL</b>	POLICY NO. 1.07
<b>TRAVEL AND EXPENSE</b>	DATE ADOPTED: August 23, 2006 AMENDMENTS: June 18, 2007 August 16, 2010 May 26, 2011 February 20, 2012

**1. PURPOSE**

To establish policy and procedures to govern the reimbursement of expenses incurred by Village staff.

**2. POLICY**

The Village of Harrison Hot Springs shall reimburse staff when engaging in municipal business outside the village, attending conferences, courses or meetings.

**3. AUTHORITY**

- a. Funding shall be identified for inclusion in the annual financial plan for staff attendance at training sessions, seminars, conferences, meetings etc.
- b. The Mayor shall have the authority to authorize the Chief Administrative Officer's attendance and the Chief Administrative Officer shall have authority to authorize staff's attendance for any purpose deemed to be for the improvement and good government of the Village of Harrison Hot Springs, subject to the necessary funds being available in the annual financial plan.

## **4. ELIGIBLE EXPENSES**

### **a. Travel and Transportation**

- i. The use of personal vehicles will be reimbursed at the rate of \$0.50 per km.
- ii. Staff will be reimbursed for the difference of “pleasure use” and “business use” if the limits of use for municipal purposes is beyond “pleasure use.”
- iii. Air travel will be based on economy air fare (receipt required).
- iv. Public transportation will be reimbursed at actual cost (receipt required).
- v. Car rental will be reimbursed at actual cost (receipt required). If the staff member wishes to use a car rental in lieu of his/her personal vehicle, reimbursement will not exceed the amount as if the personal vehicle was used for the trip.
- vi. Parking will be based on standard public parking rates (receipts are required). Fees for enhanced parking services such as valet parking will be the responsibility of the staff member.

### **b. Accommodations**

- i. Where possible rooms will be booked in advance and will be based on the basic standard room available to the general travelling public.
- ii. If a staff member wishes to upgrade their accommodations they will be responsible for any costs incurred for the upgrade.
- iii. If a staff member books their own accommodation, a receipt will be required and the reimbursement will be based on the rate for a standard room.
- iv. Where a staff member provides his/her own accommodation by RV, friends or relatives they will be reimbursed at the rate of \$25.00 per night.

### **c. Daily Expenses**

Meals shall be reimbursed at the following rates:

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$40.00

Receipts are not necessary.

### **d. Hospitality Expenses**

- i. Officers may incur expenses other than provided for under this policy for hospitality purposes.
- ii. All claims for expenses incurred under 2.4 (i) must be submitted with written explanation on the receipts, including names of guests and purpose of meeting.

### **e. Other Expenses**

Other allowable expenses as authorized by the Chief Administrative Officer. Claims must include details and supporting receipts.

## **5. PAYMENT PROCEDURE**

- a. Except as provided in this section, all requests for reimbursement of expenses must be supported by receipts delivered to the attention of the Director of Finance.
- b. Receipts are not required for:
  - a. Flat rate meal payments set out in section 2.3;
- c. Where a receipt was lost, or could not be obtained, the Director of Finance may reimburse an Officer or Employee if that person accompanies the request for reimbursement with a signed declaration that the expenditure was allowed under this policy and that the amount claimed is the actual cost of the expense.
- d. No claim will be processed and reimbursed if it is submitted more than six (6) months from the date the travel terminated.

- e. If the expense is authorized under this Policy, the Director of Finance may, upon request from an Officer or Employee, produce an advance allowance towards meals, accommodation and personal vehicle travel.
- f. No advance payment will be made more than seven (7) calendar days before the anticipated travel day.
- g. Where the amount of the actual expenses are less than the amount of the advance payment, the difference must be repaid to the Village within two (2) weeks of the date of return from the travel.