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TOWN OF PINCHER CREEK POLICY



Policy #: 114-13

Approved by: Council

**Date:
November 1, 2013**

**Original Reference:
Resolution #95-366**

Revision By/Date:	August 26, 1996
Council Motion #96-498	February 10, 1997
Council Motion #97-094	November 12, 1997
Council Motion #97-671	May 25, 1999
Council Motion #99-248	January 12, 2004
Council Motion #04-016	November 22, 2004
Council Motion #04-453	October 24, 2005
Council Motion #05-361	January 22, 2007
Council Motion #07-026	June 26, 2010
Council Motion #10-176	November 1, 2013
Council Motion #13-407	

TRAVEL & ENTERTAINMENT EXPENSE

Policy Statement

The Town of Pincher Creek will pay reasonable personal and travel expenses necessarily incurred to Members of Council, Board, Commission or Committee members, and to staff, for travel and/or entertainment expenses while on Town business.

1. Definitions

- 1.1 **Interviewee** means a candidate for a staff position with the Town of Pincher Creek required to travel to a scheduled interview.
- 1.2 **Out of Town** Travel means travel outside of the immediate Pincher Creek area.
- 1.3 **Council** means the Municipal Council of the Town of Pincher Creek, including the Mayor.
- 1.4 **Councillor** shall mean the members of Council elected as Councillors to the Municipal Council of the Town of Pincher Creek.
- 1.5 **Mayor** means the Chief Elected Official of the Town of Pincher Creek.
- 1.6 **Deputy Mayor** means the member of Council appointed by Council to serve as Deputy Mayor for the Town of Pincher Creek.

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- 1.7 **CAO** means the Chief Administrative Officer of the Town of Pincher Creek as appointed by Council.
- 1.8 **Directors** shall mean the Directors of Operations, Community Services and Corporate Services.
- 1.9 **Director of Finance and Human Resources** shall mean the person appointed as the Director of Finance and Human Resources of the Town of Pincher Creek.
- 1.10 **Committee or Board Member** shall mean a member who has been appointed to a Town of Pincher Creek Board, Commission or Committee by resolution of Council.

2. **Guidelines**

- 2.1 Schedule A: Travel and Entertainment Expenses for Council
- 2.2 Schedule B: Travel and Entertainment Expenses for Staff and Committee and Board Members and Interviewees

3. **End of Policy**

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SCHEDULE 'A'
TRAVEL AND ENTERTAINMENT EXPENSES
COUNCIL

1. Responsibilities

a. Mayor:

- (1) Review and approve any expense claim resulting from travel and entertainment on Town business, as submitted by a Councillor.

b. Deputy Mayor

- (1) Review and approve any expense claim resulting from travel and entertainment on Town business, as submitted by the Mayor.

c. Director of Finance and Human Resources:

- (1) Audit and check all expense claims to ascertain that they have been submitted and approved in accordance with this policy.

d. Mayor and Council:

- (1) Complete and submit appropriate forms, receipts and other documents as required by this policy, except that claims of less than \$10.00 shall be held until claims accumulate to \$50.00 or more, or a 120 day period has passed.

2. Forms

- a. The Director of Finance and Human Resources shall provide forms and procedures suitable for the processing of expense claims under this policy.

3. Authority to Travel

- a. All travel shall be authorized by resolution of Council or as approved in the budget.
- b. In extraordinary circumstances, as authorized by the Mayor.
- c. Where funds have not been provided in the current budget for the travel expense proposed, the prior approval of Council shall be obtained.
- d. Persons having a spousal relationship with the travelling persons, have approval to travel with Council members. Travel, accommodation and related expenses may be claimed on the appropriate forms in conjunction with the Town official unless such expenses are covered under another organization. Approval for others than a spousal relationship to travel must obtain prior approval of Council if expenses are to be claimed.

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- e. Authority to travel is not required for travel within the Lethbridge or Calgary region that does not require overnight accommodation, provided funds are available in the current budget.

4. Transportation Standards

- a. All travel shall be by the most direct route and the most economical means of transportation, with the normal mode of travel being by automobile or air. Where a person chooses to travel by other than the most economical means, that person shall only be reimbursed for an amount equalling the cost of the most economical means of transportation.
- b. While travelling on Town business, permission may be granted to combine personal business with official duties. Claims for expenses will be paid on the basis of the expenses that would have been incurred had the trip been made under Town business circumstances only.
- c. Air travel shall be by the lowest available fare, except where acceptable connecting flights cannot be arranged or when accompanying someone traveling at a higher fare.
- d. Travel by automobile may be authorized to replace air travel, but expenses paid for such travel shall not exceed the equivalent cost of air fare.
- e. Where possible, persons travelling to and from a destination at the same times shall utilize the same vehicle. Only the operator of the vehicle shall be entitled to receive travel expenses for that vehicle.
- f. Travel in urban centres outside of Pincher Creek shall normally be by taxi. Where car rental is considered to be the most economical in salary cost, time and/or actual cost, it shall be utilized.
- g. Travel to and from destination airports shall be by the most economical means.

5. Accommodation Standards

- a. Reimbursement will be given for actual reasonable commercial accommodation with receipts being provided.
- b. Rate reductions, special offers and government rates shall be utilized wherever possible.

6. Per Diem, Meals and Gratuities

- a. Members of Council may claim per diems while out of Town on official Town business at a rate of:
 - \$200.00 for a full day (exceeding four hours), or

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- \$ 100.00 for a half day (up to four hours)

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- b. Where the member of Council is already being remunerated for attending a function/meeting by another organization, he/she may:
 - (1) submit a Town of Pincher Creek travel expense claim and refund the money paid by the other organization to the Town,
 - (2) retain the expenses paid by the other organization and not submit a Town of Pincher Creek claim for the same meeting
 - (3) submit an additional claim if the amount received is less than the Town of Pincher Creek Policy
- c. Meals, including gratuities, may be claimed as follows:
 - (1) If receipts are provided:
 - . Breakfast \$20.00
 - . Lunch \$25.00
 - . Dinner \$35.00or a total of \$80.00 for a full day
 - (2) If no receipts are provided, a daily claim for meals in the amount of \$45.00 may be claimed.
 - (3) Entertainment of persons, where that entertainment has been previously approved by budget or by majority of Council.

7. Other Expenses

- a. Air, Rail and Bus Travel: actual expenses will be paid based on submitted receipts.
- b. Private Vehicle Travel: While on official Town business, paid for out of Town travel at a rate approved from time to time by the Council Remuneration Bylaw in effect.
- c. Taxis and Airport Buses: actual expenses will be paid based on submitted receipts.
- d. Accommodation: Actual expenses may be claimed based on submitted receipts.
- e. Telephone Calls: actual expenses may be claimed for costs incurred for telephone calls relating to Town business. One personal telephone call shall be permitted each day while out of Town on official business.
- f. Parking Charges: actual expenses may be claimed based on submitted receipts, except that no receipt is required for parking meter charges.

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- g. Car Rentals: actual expenses may be claimed based on submitted receipts.

SCHEDULE A - COUNCIL

- h. Miscellaneous Business Expenses: actual expenses may be claimed based on submitted receipts for expenses such as convention, gala or banquets tickets, administrative services, photocopying, etc.
- i. Persons travelling may utilize travel bonus schemes and benefits of such schemes provided that no additional expenses are incurred by the Town.

8. Receipts

- a. Where receipts are required by this policy, the original receipt received shall be submitted with the travelling persons expense claim.
- b. Where a receipt cannot be obtained or has been lost, the expense claim shall only be approved after the approving authority is satisfied that the claim made is accurate.
- c. Where known, amounts paid as Goods and Services Tax shall be reported separately. Where not known, amounts shall include the description "GST Included".

9. Credit Card Use

- a. Credit cards issued by the Town shall only be used for direct expenses, ie: lodging, meals, airfare.
- b. Indirect expenses such as gasoline and oil for personal vehicles, satellite movies, mini bar use, dry cleaning, liquor, etc. shall not be permitted.

10. Payment – Expense Claims

- a. Expense Claims shall be submitted to the Director of Finance and Human Resources on the first Monday of each month. If forms are signed by the Mayor and/or Deputy Mayor by the Friday of the payroll week,, payment will be made on the current payroll.

11. Expenses – Other

- a. Reimbursement expenses incurred pursuant to Municipal Business should be brought forward and a report be given at the next regular meeting of Council.

12. Advances

- a. Advance payments not to exceed 50% of the expense claim amount, shall be granted to members of Council, on approval of the CAO.

13. Exceptions

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- a. Exception to this policy may be granted by resolution of Council.

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SCHEDULE 'B'
TRAVEL AND ENTERTAINMENT EXPENSES
TOWN STAFF
BOARD AND COMMITTEE MEMBERS
INTERVIEWEES

1. Responsibilities

a. CAO:

- (1) Review and approve any expense claim resulting from travel and entertainment on Town business, as submitted by staff or interviewee.

b. Director

- (1) Review and approve any expense claim resulting from travel and entertainment on Town business, as submitted by departmental staff.

c. CAO or Director

- (1) Review and approve any expense claim resulting from travel and entertainment on Town business as submitted by a Member of a Town of Pincher Creek Board, Commission or Committee.

d. Director of Finance and Human Resources:

- (1) Audit and check all expense claims to ascertain that they have been submitted and approved in accordance with this policy.

e. Travelling Person:

- (1) Complete and submit appropriate forms, receipts and other documents as required by this policy, except that claims of less than \$10.00 shall be held until claims accumulate to \$50.00 or more, or a 120 day period has passed.

2. Forms

- a. The Director of Finance and Human Resources shall provide forms and procedures suitable for the processing of expense claims under this policy.

3. Authority to Travel

- a. CAO: shall be authorized by budget amounts or by resolution of Council.
- b. In extraordinary circumstances, as authorized by the Mayor.
- c. Members of Town Committees and Boards: shall be authorized by Council resolution.

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- d. Directors: shall be authorized by the CAO

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- e. Staff and Interviewees: shall be authorized by the CAO or the Director to which they report.
- f. Where funds have not been provided in the current budget for the travel expense proposed, the prior approval of Council shall be obtained.
- g. Persons having a spousal relationship with the travelling persons, have approval to travel with the CAO or Directors. Travel, accommodation and related expenses may be claimed on the appropriate forms in conjunction with the Town official unless such expenses are covered under another organization . Approval for others than a spousal relationship to travel must obtain prior approval of Council if expenses are to be claimed.
- h. Authority to travel is not required for travel within the Lethbridge or Calgary region that does not require overnight accommodation, provided funds are available in the current budget.

4. Transportation Standards

- a. All travel shall be by the most direct route and the most economical means of transportation, with the normal mode of travel being by automobile or air. Where a person chooses to travel by other than the most economical means, that person shall only be reimbursed for an amount equalling the cost of the most economical means of transportation.
- b. While travelling on Town business, permission may be granted to combine personal business with official duties. Claims for expenses will be paid on the basis of the expenses that would have been incurred had the trip been made under Town business circumstances only.
- c. Air travel shall be by the lowest available fare, except where acceptable connecting flights cannot be arranged or when accompanying someone traveling at a higher fare.
- d. Travel by automobile may be authorized to replace air travel, but expenses paid for such travel shall not exceed the equivalent cost of air fare.
- e. Where possible, persons travelling to and from a destination at the same times shall utilize the same vehicle. Only the operator of the vehicle shall be entitled to receive travel expenses for that vehicle.
- f. Travel in urban centres outside of Pincher Creek shall normally be by taxi. Where car rental is considered to be the most economical in salary cost, time and/or actual cost, it shall be utilized.
- g. Travel to and from destination airports shall be by the most economical means.

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SCHEDULE B - STAFF**5. Accommodation Standards**

- a. Reimbursement will be given for actual reasonable commercial accommodation with receipts being provided.
- b. Rate reductions, special offers and government rates shall be utilized wherever possible.

6. Per Diem, Meals and Gratuities

- a. Per diems may be claimed while out of Town on official Town business at the rate of:
 - \$200.00 for a full day (exceeding four hours), or
 - \$ 100.00 for a half day (up to four hours)
- b. Meals, including gratuities, may be claimed as follows:
 - (1) If receipts are provided:
 - . Breakfast \$20.00
 - . Lunch \$25.00
 - . Dinner \$35.00or a total of \$80.00 for a full day
 - (3) If no receipts are provided a daily claim for meals in the amount of \$45.00 may be claimed.
 - (3) Entertainment of persons, where that entertainment has been previously approved by budget or by the CAO.

7. Other Expenses

- a. Air, Rail and Bus Travel: actual expenses will be paid based on submitted receipts.
- b. Private Vehicle Travel: While on official Town business, paid for out of Town travel at a rate approved from time to time by the Council Remuneration Bylaw in effect.
- c. Taxis and Airport Buses: actual expenses will be paid based on submitted receipts.
- d. Accommodation: actual expenses may be claimed based on submitted receipts.
- e. Telephone Calls: actual expenses may be claimed for costs incurred for telephone calls relating to Town business. One personal telephone call shall be permitted each day while out of Town on official business.

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f. Parking Charges: actual expenses may be claimed based on submitted receipts, except that no receipt is required for parking meter charges.

g. Car Rentals: actual expenses may be claimed based on submitted receipts.

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h. Miscellaneous Business Expenses: actual expenses may be claimed based on submitted receipts for expenses such as convention, gala or banquet tickets, administrative services, photocopying, etc.

i. Persons travelling may utilize travel bonus schemes and benefits of such schemes provided that no additional expenses are incurred by the Town.

8. Receipts

a. Where receipts are required by this policy, the original receipt received shall be submitted with the travelling persons expense claim.

b. Where a receipt cannot be obtained or has been lost, the expense claim shall only be approved after the approving authority is satisfied that the claim made is accurate.

c. Where known, amounts paid as Goods and Services Tax shall be reported separately. Where not known, amounts shall include the description "GST Included".

9. Credit Card Use

a. Credit cards issued by the Town shall only be used for direct expenses, indirect expenses such as gasoline and oil for personal vehicles shall not be permitted.

b. Indirect expenses such as gasoline and oil for personal vehicles, satellite movies, mini bar use, dry cleaning, liquor, etc. shall not be permitted.

10. Payment

a. Payment of correctly submitted claims shall be made promptly pursuant to the Town of Pincher Creek cheque processing dates.

11. Expenses – Other

a. Reimbursement expenses incurred pursuant to Municipal Business should be brought forward and a report be given at the next regular meeting of Council.

12. Exceptions

b. Exception to this policy may be granted by resolution of Council.