



<b>Title:</b> Travel Policy for Management and Non-Union Staff	<b>Internal/ External</b>
<b>Department:</b> Corporate Services	<b>Policy Number</b> CS-007
<b>Approval Date:</b> March 03, 2014	<b>Implementation Date:</b> March 04, 2014

#### PURPOSE

To establish guidelines and procedures for approval and financing of travel for Management and non- unionized Employees who travel on behalf of the Town of Paradise for professional development purposes.

#### DEFINITIONS

*“Incidental expenses”* refer to any cost incurred as part of daily life during business activities that are not budgeted for prior to departure.

*“Per diem”* is Latin for ‘per day’ and refers to a predetermined daily allowance for expenses.

*“Interprovincial travel”* refers to all travel that takes place within the province

*“Travel Expense Statement”* is a form to be completed upon return from travel. It is a detailed list of all expenses to be claimed with receipts included.

*“Travel Authorization and Advance Form”* is to be completed for by the Chief Administrative Officer. This form indicates the details of travel including purpose and estimated expenses.

*“Entertainment expenses”* for the purpose of this policy refers to any cost incurred for hosting a business client in an informal business setting such as a dinner.

#### POLICY STATEMENT

This policy outlines the terms under which The Town of Paradise will reimburse Management and non-Unionized employees for authorized expenses incurred during professional development related travel. The responsibility rests with the Department concerned to ensure that practical and economical travel options are selected and travel expenses are within the approved departmental professional development budget.

## GUIDELINES AND PROCEDURES

### 1. Approval to Travel

Departmental professional development budgets identify the amount of funding available. Notification and/or approval of all travel must be done as follows:

- 1.1 Council must be notified of all travel of the Chief Administrative Officer. Council must be notified of all out- of- province travel prior to leaving. Council should be notified in advance of all interprovincial travel if possible. If time does not permit notifying Council prior to departure for interprovincial travel, notification must be given upon return.
- 1.2 All out- of- province travel by Directors must be approved by the CAO.
- 1.3 Departmental employees must have been budgeted and must be specifically approved by the Chief Administrative Officer prior to the actual date of departure.
- 1.4 Council must approve any travel outside of the approved departmental travel budget, upon the recommendation of the Chief Administrative Officer.
- 1.5 Travel Authorization and Advance Forms must be submitted before travel is undertaken to obtain the required approval.

### 2 Travel Expenses

- 2.1 The Chief Administrative Officer will review and approve the travel costs and expenses of the Department Director. After approval these will be forwarded to accounting for payment and recording.
- 2.2 Department Directors will authorize the travel costs and expenses of Departmental Employees. After approval these will be forwarded to accounting for payment and recording.
- 2.3 A Travel Expense Form must be completed, listing all expenses claimed with receipts attached to substantiate claims. This indicates the advance obtained and the refund of the unused portion of the advance where applicable, or the reimbursement of expenses to employees.

### 3 Transportation

Employees traveling are responsible for arranging their own transportation and accommodations.

- 3.1 The mode of transportation will be at the discretion of the person traveling, taking into consideration the destination and ensuring reasonable costs.
- 3.2 Privately Owned Vehicles- Allowance for the use of privately owned vehicles will be made in accordance with the rate set by the Provincial Government and will be reimbursed for mileage incurred when the travel destination exceeds a 20 km radius from the Town Hall.

- 3.3 An employee may use his/her own vehicle for transportation to and from the St. John's Airport and be reimbursed for the cost of parking, provided the cost does not exceed normal taxi fare. Other than the above, the person traveling will be reimbursed for taxi fare from his/her place of residence or place of work to the airport and return.
- 3.4 A person traveling shall be reimbursed for any actual and reasonable costs incurred for taxi, airport limousines, buses, or equivalent transportation during professional development travel.
- 3.5 Town owned vehicles may be used for travel where it is more economical to do so, with the prior permission of the Department Director.
- 3.6 Where the destination is a sufficient distance from the airport to make the cost of taxi service prohibitive, the employee may request a vehicle rental on the Travel Approval and Advance Form.
- 3.7 Only the day prior to, and the day after a conference will be considered for reimbursement of expenses. Should scheduling difficulties occur requiring additional travel time, extensions may be given after the CAO has been notified prior to departure, where possible. If it is financially advantageous to extend travel time due to airline scheduling, the extended stay will be a valid expense provided that supporting documentation is submitted.

4 Accommodation

- 4.1 A person required to travel on Town business will be reimbursed for actual, reasonable expenses for commercial accommodation.
- 4.2 Where an individual receives permission to make private arrangements for overnight accommodation, he/she shall be reimbursed for each night at the rate of \$40 HST included.

5 Expenses

- 5.1 Per Diem Allowance- a per diem may be claimed by employees to cover out-of-pocket expenses exclusive of hotel and transportation. Items for which this allowance is intended include meals, gratuities, and incidental expenses. Payment of this per diem will be based on the number of days away from home for Town business. 50% of the eligible per diem will be paid for each part day.

Canada	USA	Europe
\$100	\$100	\$125 US

- 5.2 Laundry & Dry Cleaning Services- the cost for these services will be reimbursed provided that they are reasonable when considering the amount of time spent away from home, generally in excess of one week.

5.3 Personal Long Distance Calls- the cost of one call per day to a number predetermined by the traveler will be reimbursed, provided that each call is of reasonable duration,

5.4 Official telephone calls- an employee will be reimbursed for costs incurred for local and long distance calls relating to official Town business. The employee must indicate which calls are related to business.

5.5 Miscellaneous Business Expense- an employee having the approval of the Department Director/Chief Administrative Officer will be reimbursed for the actual costs of miscellaneous business expenses, such as hosting of business associates while on travel status, expenses associated with meetings, conferences or seminars, etc. These costs are to be included in the Travel Expense Statement and the appropriate receipts are to be attached upon submission.

### 6.0 Travel Expense Statement

The following expenses must be supported by receipts or other appropriate documents:

- a) Air tickets- where the Town did not provide tickets original boarding passes must accompany tickets when seeking reimbursement,
- b) Overnight accommodation,
- c) Long distance telephone charges,
- d) Registration fees,
- e) Entertainment – this must include an explanation of the circumstances under which the hosting took place,
- f) Taxi and equivalent expenses,
- g) All claims are to be submitted within 15 days of return accompanied by a report identifying the total costs associated with the trip. Should the travel advance exceed the eligible expenses to be claimed, reimbursement to the Town must be accompanied with the claim.

### POLICY REVIEW

The Director of Corporate Services shall submit recommendations to change the policy to the Finance Committee. All changes to the policy require final approval and adoption of Council.

Chief Administrative Officer: Rooney Cunniff Date: March 3/28/14