

# CITY POLICY



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**SECTION: MUNICIPAL GOVERNMENT**

**NO: MU-CO-02**

**REFERENCE: Council**

**Date: April 22, 2024**

**Next Review Date:  
April 2026**

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**TITLE: Travel, Travel Expense/Reimbursement, Per Diem Policy**

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## **1.0 PREAMBLE**

1.1 The City of Dryden is committed to ensuring the consistent treatment of members of Council of the City in the exercise of their duties for the City by paying appropriate expenses as provided for in the provisions of the Municipal Act.

## **2.0 GENERAL**

2.1 Members of Council shall be reimbursed by the City for such expenses as are incurred as a result of their acting whether within or outside the municipality at any meeting, conference, workshop, seminar, convention, training course or school (hereafter referred to as a City supported event).

2.2 Attendance at any City supported event outside the Province of Ontario shall be documented for insurance purposes and be authorized by the Mayor.

## **3.0 PURPOSE**

3.1 The City shall provide for reimbursement of reasonable expenses, for members of Council, incurred while traveling to:

- (a) Act outside the Municipality in their capacity as members of Council of the City.

Payments will be made in accordance with the provisions of this policy and for entitlement to claims and reimbursements.

#### 4.0 PROCEDURES

##### 4.1 Authorization to Travel:

- (a) Council Spouses or Partners may accompany a Council member when on travel. In the event that spouses or partners do travel, costs associated with their travel; including but not limited to airfare, hotel, meals and registration fees, shall be paid by the Council member and are not eligible for reimbursement.
- (b) In such cases where Members are elected or appointed to serve on District Boards, Associations and/or related Organizations, the Member shall utilize the travel policy of such Board, Association or Organization. The City of Dryden will only approve expenses in accordance with this policy provided such Board, Association or Organization does not also pay it. Such approval by Council shall be sanctioned by way of resolution.
- (c) Before a Council member volunteers to accept an appointment to a sub-committee as part of their participation on an authorized board or organization, members should check on the procedure for covering Travel Expenses as a result of their participation. If the Municipality must absorb any or all travel expenses for participation in the sub-committee, the member shall seek approval of Council through a specific resolution prior to agreeing to serve on the sub-committee.

##### 4.2 Travel and Direct Billing:

- (a) Travel arrangements (other than travel in private vehicles) shall be arranged by the member of Council.
- (b) Registration fees shall be paid directly by the City in advance.
- (c) Where direct payment has been made on behalf of a member of Council or an advance has been made to a member of Council and it is determined that an expense is ineligible, or the member of Council has attended without approval, the Council member shall reimburse the City.
- (d) Where a member of Council is designated to represent the City on a board or organization and where, as a result of this representation travel must occur, and where the board or organization reimburses the cost of travel:

- (i) It is required that the board or organization represented makes the travel arrangements.
- (ii) The member of Council will book travel arrangements and charge these costs to the City. If this occurs, the invoices for airfares and hotels must clearly be identified as repayable to the Municipality upon reimbursement of the costs to the member of Council by the board or organization.
- (iii) In the event that the board or organization does not cover expenses or all expenses as approved in this Policy, the member of Council may submit expenses for the difference, as allowable in section 4.6 of this policy.

**4.3 Transportation:**

- (a) Council members travelling within the Kenora, Rainy River and Thunder Bay Districts and the Winnipeg area shall consider the economy of utilizing available City vehicles and/or a rental vehicle prior to utilizing their private vehicle.
- (b) Council members have an obligation to seek out reasonable cost means to travel to City supported events.
- (c) When two (2) or more Council members are proceeding by private or rental vehicle on an authorized trip to the same destination, they shall, as far as practical, utilize the same vehicle for this purpose.
- (d) Council members who choose to use their private vehicles for transportation for City supported events held beyond Northwestern Ontario or the Winnipeg area shall be reimbursed at the lowest cost option available at the time of the booking (ie. if travel by air is \$250 then that would be the allowable amount to the Council Member only). Mileage will not be reimbursed nor will en route accommodations, meals and additional travel time be reimbursed.
- (e) Travel by air shall be economy class and every effort shall be made to take advantage of discount rates for advance reservations/seat sales.
- (f) Members of Council required to furnish their private vehicle for transportation shall be reimbursed based on the mileage rates established periodically by the Finance Department. Destinations shall be as per the chart below:

		<b><u>One way trip</u></b>
Dryden to:	Atikokan	205 km
	Ear Falls	155 km
	Fort Frances	180 km
	Ignace	105 km
	Kenora	140 km
	Red Lake	217 km
	Sioux Lookout	95 km
	Thunder Bay	340 km
	Vermilion Bay	45 km
	Winnipeg	360 km

4.4 Expense Claims:

- (a) All expense claims shall be submitted within ten (10) working days upon return to the City, utilizing the standard Expense Claim Form provided by the City.
- (b) The expense claims shall contain all travel details and all supporting receipts, as required, attached.
- (c) Each member of Council is required to submit an individual expense claim.
- (e) Expense claims shall not include items of a personal nature such as entertainment, hotel services, alcoholic beverages or spousal programs.
- (f) Members of Council shall be reimbursed for eligible expenses as per the Expense Claim.
- (g) Claims will be approved as follows:
  - (i) Council Member Claims – reviewed by the Mayor;
  - (ii) Mayor’s Claims – reviewed by the Deputy Mayor;
  - (iii) Disputed Claims – reviewed by Council.
- (h) Expenses for mealtime meetings between Council, Managers and Employees that are scheduled in Dryden will not be reimbursed.
- (i) Expense claims submitted for any given service shall be within the confines of the average normal charge for such service in the area in which the service is purchased. The City reserves the right to deny payment of unreasonable expense claims.

- (j) Networking and social opportunities at City supported events are eligible expense claims. These may include conference dinners, tours, golf and special events that are part of a formal agenda.
- (k) Expenditures incurred shall be charged against the approved Council budget.
- (l) Whenever possible, a copy of the agenda or appropriate documentation of or purpose of the City sponsored event shall be attached to the expense statement.

**4.6 Amounts Eligible for Reimbursement:**

- (a) Council members shall be reimbursed for accommodation, meals and miscellaneous expenses as set under this policy.
- (b) Council members required to utilize their own private vehicle for transportation shall be reimbursed based on the mileage rate and mileage chart as set under this policy.

**4.7 Receipts:**

- (a) Itemized receipts shall be required for all expenses and incurred as set out below:
  - (i) All transportation expenses not paid directly by the municipality;
  - (ii) Accommodation (hotel/motel) expenses; and,
  - (iii) Miscellaneous.

**4.8 Meal Allowance:**

- (a) Meal expenses can be claimed for reimbursement if the individual is required to be more than 40 km from his/her home or normal work location at the regular meal time.
- (b) For City events sponsored outside of Dryden, within the Kenora, Rainy River and Thunder Bay Districts, meals shall be reimbursed based on actual expenses, or a lump sum of Ninety Dollars (\$90.00) per day including taxes and gratuity. Only meals not provided as part of the registration for the City supported event shall be claimed. Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. Original itemized receipts are required for reimbursement.
- (c) For City events sponsored outside of Dryden, beyond the above noted districts, meals shall be reimbursed based on actual expenses or a lump

**This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation.**

sum of One Hundred Twenty-Five (\$125.00) per day including taxes and gratuity. Only meals not provided as part of the registration for the City supported event shall be claimed. Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. Original itemized receipts are required for reimbursement.

4.9 Per Diem

- (a) The City shall provide for per diems for members of Council while travelling to attend any meeting of a municipal association and other organization as approved by Council and to act outside the Municipality in their capacity as members of Council of the City of Dryden.
- (b) Per diem payments will be made in accordance with the provisions of this policy.
- (c) In such cases where members of Council are elected or appointed to serve on District Boards, Associations and/or related Organizations, the member shall utilize the per diem policy of such Board, Association or Organization. The City of Dryden will only approve expenses in accordance with this policy provided such Board, Association or Organization does not also pay them.
- (d) Members of Council shall be reimbursed upon submission of the required City of Dryden claim form for their attendance at conferences, training and seminars held outside the municipality with a per diem of \$150.00/full day (6 hours or more, including travel time) or \$75/half day or less (less than 6 hours, including travel time).

<b>History</b>			
<b>Approval Date:</b>	April 27, 2020	<b>Approved by:</b>	By-law 4710-2020
<b>Review/Amendment Date:</b>	April 4, 2022	<b>Approved by:</b>	CAO
<b>Review/Amendment Date:</b>	April 22, 2024	<b>Approved by:</b>	By-law 2024-27
<b>Review/Amendment Date:</b>		<b>Approved by:</b>	
<b>Review/Amendment Date:</b>		<b>Approved by:</b>	
<b>Review/Amendment Date:</b>		<b>Approved by:</b>	