

		<b>POLICY</b>
<b>SECTION: HUMAN RESOURCES</b>		<b>NO: HR-TE-01</b>
<b>REFERENCE: TRAVEL EXPENSE</b>		<b>Date: October 7, 2020</b>
		<b>NEXT REVIEW: October 2022</b>

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## **TITLE: TRAVEL MILEAGE & REIMBURSEMENT**

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### **1.0 POLICY**

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- 1.1 This purpose of this policy is to outline eligible travel reimbursements and the process for making travel reimbursement claims.
- 1.2 This Policy shall apply to all City employees and members of Council and shall be collectively referred to as employees.
- 1.3 Reimbursement rates shall apply effective the date of approval by Council.

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### **2.0 PROCEDURES**

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- 2.1 Employees 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 and for which expenditures have been allocated in the current budget, shall be authorized by the applicable Supervisor for employees.
- 2.3 Attendance at any City supported event outside of the Province of Ontario shall be documented for insurance purposes and be authorized by the Chief Administrative Officer.
- 2.4 An Employee required to use personal vehicles to conduct City business will be reimbursed at rates determined as per the City calculations.

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**2.0 PROCEDURES continued**

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- 2.5 Such reimbursement will not include the distance normally traveled by the employee between their residence and place of work.
- 2.6 All mileage claims will be submitted on the appropriate forms, signed off by the employee's immediate supervisor or designate, and forwarded to the Business Department
- 2.7 The gas outlet used to determine the average cost will be the one that currently has the supply contract with the City.
- 2.8 City staff shall be advised of the average rate as it is updated.

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**3.0 RECEIPTS**

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- 3.1 Receipts shall be required for all expenses and incurred as set out below:
  - (a) All transportation expenses not paid directly by the municipality;
  - (b) Accommodation (hotel/motel) expenses; and,
  - (c) Miscellaneous

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**4.0 MEAL ALLOWANCE**

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- 4.1 For City events sponsored within the Kenora, Rainy River, Thunder Bay Districts or Winnipeg area, meals shall be reimbursed based on actual expenses or, a lump sum of Sixty Dollars (\$60.00) per diem based on \$10.00 for breakfast, \$20.00 for lunch and \$30.00 for supper. Only meals not provided as part of the registration for the City supported event shall be claimed.

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

- 4.2 For City events sponsored beyond the Kenora, Rainy River, Thunder Bay Districts or Winnipeg area, meals shall be reimbursed based on actual expenses or, a lump sum of Seventy Dollars (\$70.00) per diem based on \$15.00 for breakfast, \$20.00 for lunch and \$35.00 for supper. Only meals not provided as part of the registration for the City supported event shall be claimed.

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## 5.0 TRANSPORTATION

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- 5.1 Employees required to furnish their private vehicle for transportation shall be reimbursed based on the mileage rates set under Policy HR-TE.01. Destinations shall be as per the chart below:

**One way trip**

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

- 5.2 Employees traveling 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 provided by the City rental supplier prior to utilizing their personal vehicle.
- 5.3 Employees have an obligation to seek out a reasonable cost means to travel to City supported events
- 5.4 Employees who choose to use their private vehicles for transportation for City supported events held beyond the Kenora, Rainy River, Thunder Bay Districts or the Winnipeg area shall be reimbursed \$600.00. En route accommodations, meals and additional travel time will not be paid.

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- 5.5 Where two or more employees 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.
- 5.6 Travel by air shall be by economy class and reservations for such travel shall be made immediately after approval is received to attend a City supported event. Every effort is to be made to take advantage of discount rates for reservations.

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## **6.0 EXPENSE CLAIMS**

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- 6.1 Expense claims shall be submitted on forms provided by the City and shall be approved by the Supervisor.
- 6.2 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.
- 6.3 Expense claims shall not include items of a personal nature such as entertainment, hotel services, alcoholic beverages or spousal programs.
- 6.4 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.
- 6.5. While use of a corporate credit card is encouraged, employees may apply for an accountable advance of expenses, but such request is to be made a minimum of ten (10) days prior to departure.
- 6.6 Expenditures incurred shall be charged against the approved budget of the Department concerned.
- 6.7 Expense accounts shall be submitted to one's supervisor within ten (10) days of the last expense being incurred.
- 6.8 Whenever possible, a copy of the agenda or appropriate documentation of or purpose of the City supported event shall be attached to the expense statement.

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History			
<b>Approval Date:</b>	March 3, 2008	<b>Approved by:</b>	Council By-law
<b>Amendment Date:</b>	April 15, 2013	<b>Approved by:</b>	4064-2013
<b>Amendment Date:</b>	October 7, 2020	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>		<b>Approved by:</b>	
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**CITY OF DRYDEN**  
**TRAVEL POLICY FORM**



**Please attach detailed descriptions of course content and requirements.**

**Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date / Times for Travel:** \_\_\_\_\_

**Name of Program:** \_\_\_\_\_

**Location / Institution:** \_\_\_\_\_

**Total Travel Hours (maximum of 7 hours per day)** \_\_\_\_\_

**Employee:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor (or designate):**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Senior Manager (or designate):**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Administrative Officer (or designate):**

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Union agreement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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