

	POLICY / PROCEDURE		No.	4.3
	Staff Travel Expenses		Effective Date	August 8, 2023
			Revision Letter	E
			Council Approval	Resolution No. 2023-18-10

1. Purpose

The purpose of this policy is to establish guidelines for the reimbursement of expenses related to authorized travel by District staff.

2. Scope

This policy applies to District of Fort St. James paid and volunteer staff and members of District boards, committees, and commissions.

3. Procedure

General

- 3.1. Travel must be authorized by department head, the Mayor, or by resolution of Council, board, committee, or commission, as applicable.
- 3.2. Travel expense claims shall be submitted using the approved expense & cheque requisition form.
- 3.3. Original receipts are required in support of claims for out-of-pocket expenses.
- 3.4. Reimbursement for out-of-pocket expenses incurred outside Canada will be adjusted to the Canadian dollar equivalent based on the exchange rate in effect at the time of submission of the claim.

Travel

- 3.5. Airfare will be reimbursed at actual economy airfare cost.
- 3.6. Use of personal automobiles will be reimbursed at the current automobile allowance reimbursement rate set by the Province of British Columbia.
- 3.7. If an individual chooses to drive rather than fly, the following reimbursements apply:
 - 3.7.1. equivalent of economy airfare including baggage charges; and
 - 3.7.2. automobile allowance that would have applied for travel to and from the airport;

- and,
- 3.7.3. if applicable, automobile allowance for local travel related to District business.
- 3.8. Expenses for parking, taxis, and public transit including ferries, trains, and buses necessary for District business will be reimbursed at actual cost.
- 3.9. Car rental may be used if:
- 3.9.1. It is necessary to reach the destination or to meet District business schedules; or
- 3.9.2. It is no more expensive than alternate methods of travel.
- 3.10. Rental vehicles shall be selected based on the most economical choice that is appropriate for the number of passengers, baggage, and road conditions.

Accommodation

- 3.11. Lodging will be reimbursed at actual cost. Accommodation chosen shall be in the medium price range when available.
- 3.12. Staff travelling outside the region and using private accommodation (such as a camper, or home of a friend or relative) shall be reimbursed at the rate of \$50.00 per night in lieu of hotel or motel accommodation.

Per Diem/Meal Allowance

- 3.13. A per diem will be paid when staff are required to be away from the municipality during mealtimes on approved municipal business.
- 3.14. Expenses for meals incurred while travelling or attending an event while representing the municipality, engaged in municipal business, or attending a meeting, course or convention, or a will be reimbursed as set out in Table 1:

Table 1. Reimbursement rates for meals

Event Location	Breakfast	Lunch	Supper	Full Day
Within the District	\$23	\$23	\$23	\$69
Outside the District	\$23	\$23	\$40	\$86

- 3.15. If meals are provided, there is no reimbursement if a staff member chooses to eat elsewhere, except as necessitated by dietary needs or because of a timing conflict with other *District* business.

- 3.16. If actual expenses exceed the allowance specified in this policy, the chief administrative officer may approve reimbursement of actual expenses upon submission of receipts and a satisfactory explanation as to why the expenses were incurred.

Travel Advances

- 3.17. Travel advances may be issued based on the estimated cost of travel, meals, and hotels.
- 3.18. Advance claims shall be submitted to the chief administrative officer at least two working days prior to the cheque being required.
- 3.19. A staff member who has received a travel advance shall submit a claim for actual expenses on return from the travel. The advance will be subtracted from the claim total. If the final claim is less than the advance, the staff member will repay the excess amount.
- 3.20. The staff member will repay the advance in full if a claim has not been submitted in respect of the advance within 30 days of the date of the staff member's return from travel.

4. Responsibilities

- 4.1. Council is responsible for approving this policy.
- 4.2. The chief administrative officer is responsible for:
- 4.2.1. reviewing this policy and the expense and cheque requisition form annually; and
- 4.2.2. administrative updates to the policy.
- 4.3. Department managers are responsible for administering this policy.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	Rachelle Willick		August 8 2023
Reviewer	Corporate Officer	Gwendolyn Kennedy		August 8, 2023
Final Approver	Mayor and Council	Mayor Elphee		August 8, 2023

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
May 9, 2007	A		
April 8, 2009	B		
January 28, 2015	C		
April 27, 2016	D		
	E	Gwendolyn Kennedy, Corporate Officer	Updates automobile reimbursement rate to align with Province of BC approved rate. Updates per diems to align with Council Remuneration Policy.