

| Head, Clara & Maria Policies and Procedures         |                          |              |                    |
|---|--------------------------|--------------|--------------------|
| DEPARTMENT: Human Resources                         |                          |              | POLICY #:<br>HR-05 |
| POLICY NAME: Travel Compensation and Expense Policy |                          |              |                    |
| DATE:   | REV. DATE:<br>March 2021 | APPROVED BY: | PAGE #:<br>1 of 4  |

## PURPOSE

To establish the rates at which all employees and members of Council will be reimbursed for business expenses and to provide guidelines on the use of personal automobiles for business purposes.

## POLICY

1. Employees are entitled to compensation and reimbursement for expenses for time spent away from their regular jobs to attend a pre-approved meeting, conference, or education seminar on behalf of the municipality.
2. All Members of Council and staff are entitled to compensation for mileage under certain pre-authorized conditions at a rate to be consistent with the Canada Revenue Agency reasonable per-kilometer allowance rate which is updated annually.
3. Mileage shall not be paid to any member of Council attending any meeting of any committee within the boundaries of Head, Clara & Maria.

## GUIDELINES

1. All members of Council and staff are entitled to compensation for mileage when they have travelled to attend a pre-authorized meeting or function outside the boundaries of the Municipality.
2. You are required to provide your own means of transportation to travel to the venue of the approved meeting/training/convention etc.
3. You will be compensated the current mileage rate for the return direct distance between your regular place of employment and the location of the course.
4. For travel within 100 km one way from Stonecliffe, the Council Member or employee will be compensated for mileage. In this instance you are responsible to bring your own lunch, if it is not provided.
5. Additionally, you will be compensated at your hourly rate for your travel time. This will be calculated upon the direct distance between your normal place of work and the location of the course. For trips less than 100 km compensation will be for travel time only. For trips over 100 km, compensation will include time for appropriate refreshment/fuel breaks.
6. You will be compensated at your hourly rate for the time you spend in the course/meeting. Please note travel and attendance time on your pay sheets. Council will be compensated as per the honorarium by-law as amended from time to time.
7. You will be required to present a brief summary to the Clerk-Treasurer on the content of the training you have received, focusing on issues that require attention in our

| Head, Clara & Maria Policies and Procedures         |                          |              |                    |
|---|--------------------------|--------------|--------------------|
| DEPARTMENT: Human Resources                         |                          |              | POLICY #:<br>HR-05 |
| POLICY NAME: Travel Compensation and Expense Policy |                          |              |                    |
| DATE:   | REV. DATE:<br>March 2021 | APPROVED BY: | PAGE #:<br>2 of 4  |

municipality/workplace, especially those that are legal requirements that we might not have been previously aware of.

8. Having regard to the fact that the Head of Council, when attending, ex-officio, meetings of any Committee, Board or Commission, established outside municipal boundaries, to which a person has already been appointed to represent Council, the Head of Council is then only functioning as an observer and therefore shall be bound by the guideline in clause #10.
9. Mileage may be paid to a member of Council or employee attending to municipal business within municipal boundaries when it is not the usual order of business. Example: an employee or member of Council is requested to travel to Deux Rivieres to inspect some type of municipal infrastructure or attend a public meeting.
10. Whenever possible, all members of Council and staff shall car-pool wherever possible. Those who do not choose to car-pool when it is available, shall travel at their own expense.
11. When a situation arises where time is of the essence and there is no time to obtain authorization from Council, the member interested in compensation for travel may discuss the issue with the Clerk-Treasurer. The member and the Clerk-Treasurer will determine whether the meeting/function is compensable based on past practise and relevance of the meeting topic to the municipality.
12. Mileage and expense claims shall be submitted on approved forms to the Clerk-Treasurer and paid monthly for staff and with quarterly honorarium payments for Council.

#### ACCOMMODATIONS

1. If you are required to travel out of town for work-related purposes, you will be reimbursed for a standard hotel room in a basic/family hotel if:
  - (a) the work you are performing out of town cannot be completed within the same working day; or
  - (b) your expected travel time is greater than 1 1/2 hours: **and**
    - the combination of working hours and travel time will exceed at least 10 hours in one day (for the purpose of this policy, working hours include time spent attending professional development courses, training programs, meetings and conferences); or
    - it is unsafe to travel due to inclement weather.
2. The cost of personal purchases, such as room service charges, mini-bar items, movies or dry cleaning, will not be reimbursed.

#### AIR TRAVEL

| Head, Clara & Maria Policies and Procedures         |                          |              |                    |
|---|--------------------------|--------------|--------------------|
| DEPARTMENT: Human Resources                         |                          |              | POLICY #:<br>HR-05 |
| POLICY NAME: Travel Compensation and Expense Policy |                          |              |                    |
| DATE:   | REV. DATE:<br>March 2021 | APPROVED BY: | PAGE #:<br>3 of 4  |

1. All air travel must be authorized by the Clerk-Treasurer and Council.
2. The most economical flight must be purchased.
3. Business class tickets must only be purchased for flights over six hours.
4. You may be allowed to arrive early or stay over the weekend to obtain a reduced airfare, as long as the savings are greater than the combined costs of hotel rooms and daily expense allowances.

#### **MEALS, GRATUITIES AND INCIDENTAL EXPENSES**

1. If you are required to travel overnight, you will receive up to \$75 per day for expenses actually incurred on that day.
2. Expenses must be within reason and supported with original expense receipts.
3. There will be no reimbursement for alcohol purchases, with or without meals.

#### **TAXIS**

1. Taxi costs incurred while conducting work-related activities will be reimbursed. Receipts must be submitted for these expenses.

#### **EXPENSE REPORTS**

1. Expense reports must be submitted to the Clerk-Treasurer on a monthly basis for staff, and on a quarterly basis for Council.
2. Please attach receipts for all expenses, except those for which no receipt is available (*e.g.*, tips, metered parking, coin-operated photocopiers). You must itemize these expenses separately.
3. To assist with submitting expense reports, consider the following guidelines:
  - (a) Mark the necessary information on the back of each receipt.
  - (b) Keep a supply of expense/mileage report forms handy at all times.
  - (c) Submit all receipts so that they may be cross-referenced with credit card statements once received.
  - (d) When spending the Municipality's money, use moderation.
  - (e) If you are unsure as to how or what to claim for expenses, speak to the Clerk-Treasurer.

#### **DRIVING SAFELY**

1. Observe safe driving practices at all times. This includes using seat belts and obeying speed limits, traffic signs and signals.
2. Any tickets received for speeding, parking or other traffic violations will not be reimbursed by the municipality.

| <b>Head, Clara &amp; Maria Policies and Procedures</b>     |                                 |                     |                            |
|--|---------------------------------|---------------------|----------------------------|
| <b>DEPARTMENT: Human Resources</b>                         |                                 |                     | <b>POLICY #:<br/>HR-05</b> |
| <b>POLICY NAME: Travel Compensation and Expense Policy</b> |                                 |                     |                            |
| <b>DATE:</b>   | <b>REV. DATE:</b><br>March 2021 | <b>APPROVED BY:</b> | <b>PAGE #:</b><br>4 of 4   |

3. While driving, including when stopped in traffic or at a red light, it is illegal to:
- (a) use a phone or other hand-held wireless communication device to text or dial  
– you can only touch a device to call 911 in an emergency
  - (b) use a hand-held electronic entertainment device, such as a tablet or portable gaming console
  - (c) view display screens unrelated to driving, such as watching a video
  - (d) program a GPS device, except by voice commands

Alternate arrangements or agreements may be made on a case by case basis outside the guidelines and rules contained in this policy at the discretion of the Clerk-Treasurer if it is deemed to be in the best interest of the employee or Council member.