

CORPORATION OF THE VILLAGE OF BARNWELL
IN THE
PROVINCE OF ALBERTA

POLICY 05-15

Travel & Subsistence Expense Policy

Purpose

As Village of Barnwell Council and employees may occasionally be required to travel on Village business, this policy will outline the proper procedures regarding:

1. Transportation
2. Meals
3. Lodging
4. Documentation and reports of travel expenses

Village of Barnwell will reimburse its Council and employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly documented for approval and reimbursement. Any exceptions to the policy must be submitted to the Village of Barnwell Administrator or Council.

Transportation

All Village business transportation will be conducted in the most economical manner possible.

Surface Transportation

Public Transportation

- The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed contingent on production of receipt. Expenses related to personal travel will not be reimbursed.

Private Vehicles

- Council and employees may use their own vehicle for business travel purposes if it is deemed less expensive than the rental of a car, public transportation, or if it offers a significant savings of time. The employee must have business use coverage through his/her personal insurance provider.
- Standard mileage reimbursement is **\$.52 per kilometre**. This takes into account all actual expenses including fuel, oil, maintenance, insurance, depreciation, etc. In the event that the traveler incurs higher costs than the standard specified, the traveler must declare them in a statement submitted with the expense report to be considered for reimbursement. The fixed and variable costs must be documented in the report.
- Parking, tolls, and ferries required will be reimbursed.
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate, and will not be reimbursed.
- Any traffic violations, including parking tickets, will not be reimbursed by the Village of Barnwell.

Rental Cars

- Compact or economy models will be used in regards to cost-savings.

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- Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have written approval prior to their reservation.
- Rental of vehicles should be discouraged in metropolitan areas that have substantial public transportation services available.
- Personal liability and physical damage insurance is required on all rented vehicles, either pre-arranged through company negotiations with a preferred vendor or through standard renting from a non-preferred vendor.
- In the event of damage to a rental car, contact your supervisor immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required.

Gas tanks must be filled by the Council member or employee prior to the return of the rental car. They may be required to personally reimburse the fuel surcharge fee if they fail to fill the vehicle gas tank prior to return.

- Pre-purchase of gas at the rental counter is discouraged.
- Any traffic violations, including parking tickets, will not be reimbursed by the Village of Barnwell.

Meals

- A meal allowance will be supplied to Council members &/or employees, who are required to travel in excess of 75 km (one way), to cover the costs associated with reasonably priced meals as follows (meal allowances include gratuity):
 - **Breakfast** **\$10.00**
 - **Lunch** **\$15.00**
 - **Dinner** **\$25.00**
- Receipts are not required for these meals.
- Breakfast shall be paid in cases where travel is conducted prior to 7am, or ends after 9am.
- Lunch shall be paid when travel begins prior to 11am, or ends after 1pm.
- Dinner shall be paid when travel begins prior to 5pm or ends after 7pm.

Lodging

- Reservations for accommodations should be made with mid-range hotels – please request Government rates
- Receipts will be required for actual accommodation costs.
- In the interests of economy, minimum requirement reservations (i.e., single traveler – single occupancy) should be made.
- In the event that the Council member or employee must cancel the reservation, they will be responsible to cancel reservations according to hotel cancellation policy. Room costs incurred due to failure to cancel will not be reimbursed. The cancellation number should be recorded.

Expense Reports

- Council members or employees are expected to submit an expense account report as per Schedule 1 attached to this policy, within 5 working days after their return.
- Reimbursement will be awarded upon approval of the expense account report.
- In order to be reimbursed for any other business expenses receipts must be retained and submitted.
- Entertainment costs will not be covered by the company.

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- Incidentals will not be reimbursed when travel is less than one (1) full day.

Approval

- Council members or employees cannot approve the reimbursement of their own travel expenses.

Acknowledgement and Agreement

I, _____ (Name), acknowledge that I have read and understand the Village of Barnwell Travel, Meal & Expense Policy of Village of Barnwell. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to this policy.

Name: _____
Signature: _____
Date: _____
Witness: _____

	Date	<u>Resolution #</u>
Approved	July 16, 2015	RES 98/15
Amended		
Amended		


MAYOR


ADMINISTRATOR