

CITY OF BRANTFORD

POLICY & PROCEDURAL MANUAL

Policy No. ADMINISTRATIVE POLICY NO. 65

Subject: CITY STAFF TRAVEL AND EXPENSE POLICY

THE CORPORATION OF THE CITY OF BRANTFORD STAFF TRAVEL AND EXPENSE POLICY

This policy addresses the methods and procedures by which staff of the City will be governed when attending to business related to the City of Brantford and its associated Boards and Commissions (local boards) including attending conferences, conventions and seminars either within the city limits or beyond and provides for those expenses for which reimbursement will be paid.

1. General Provisions

- 1.1 The City shall reimburse staff for expenditures incurred for business related to the City of Brantford and its local boards.
- 1.2 Expenses for the attendance of staff at conferences, training sessions and seminars shall be included in the annual budget of each Department and local board. All attendance at conferences, training sessions and seminars shall be authorized by the head of the department or local board.
- 1.3 Conference and Seminar attendance is limited to North America unless otherwise approved.
- 1.4 Staff seeking reimbursement of expenses or an advance shall submit an expense report or cheque requisition for an advance (on the form provided by the City) and approved by the appropriate "Signing Authority".

- 1.5 For the purpose of this policy the "Signing Authority" will be:
(Unless otherwise directed by a General Manager)

Individual Expense	Incurring	Signing Authority
Staff Member		Immediate Manager
Manager		Immediate Director
Director		Immediate General Manager
General Manager		City Manager
City Manager		Mayor

- 1.6 It is recognized that there may be circumstances where timely approval may be difficult due to extended absences, such as vacations and illness. In such cases the Immediate General Manager or the City manager will be the Signing Authority where appropriate and in the absence of the City Manager or the Mayor, the City Treasurer will be the Signing Authority.

2. **Traveling Expenses**

The City or local board will reimburse staff for the following traveling expenses:

- 2.1 Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, "economy air fare" shall mean the conference rate air fare, when available or the "economy air fare" which was generally available at the time when travel arrangements were made.
- 2.2 Trip cancellation insurance where advance bookings or other discounts are used.
- 2.3 Where required, ground transportation to and from the airport or hotel provided appropriate receipts are submitted.
- 2.4 Under normal circumstances, reimbursement will be authorized for travel by private automobile at the current rate per kilometer plus any parking costs incurred to a radius of 500 km from Brantford. For travel outside the 500 km radius reimbursement will be limited to the lesser of the expenses actually incurred (including mileage) or the expense of an economy air fare plus applicable ground transportation costs (when regularly scheduled air transportation is available).

Reminder: The City has an arrangement with a car rental company whereby discounted car rentals will be made available to the City of Brantford and in some situations this will be the most economical way to travel and should be kept in mind when arranging travel.

- 2.5 Staff who wish to combine a City business trip with personal travel may do so provided that they assume all additional expenses not related to City business.
- 2.6 Staff who are union members and eligible for car allowance and/or mileage will be paid as provided in the applicable collective agreement.
- 2.7 The following car allowance program will apply to "Exempt " staff:
- a. Employees who are occasionally requested to use their personal vehicle on City business will be reimbursed at a rate that is reviewed and adjusted annually each January 1st, by the Finance Department to be equal to the average of the Canada Revenue Agency's two reasonable per kilometer rates:
January 1, 2008: \$.49/km
 - b. Employees who are required to regularly use a personal vehicle, as determined by their Department Head, will be provided a taxable allowance of \$5.00 per day. The employee will also be reimbursed per kilometer traveled on City business at a rate that is reviewed and adjusted annually each January 1st to be \$0.07 less than the per kilometer rate paid to occasional drivers. A mileage log, in the form provided by the City, must be maintained for all mileage claimed:
January 1, 2008: \$.42/km

Should an employee not wish to use their personal vehicle, they may be transported by municipal transit or taxicab and be reimbursed for such expense. Authorization for such transportation must be specifically granted by their immediate supervisor.

3. Accommodation Expenses

The City or local board will reimburse staff for the following accommodation expenses:

- 3.1 Hotel or room accommodation shall be paid at the single room rate for the duration of the event plus one day travel, when appropriate. Staff are reminded to request the "government, conference or corporate" room rate, where available.
- 3.2 Staff will be reimbursed for all business related telephone calls.
- 3.3 Where authorized the cost of hospitality rooms acquired for the purpose of business entertainment or hosting may be claimed as an expense.

4. Registration Cost

The City or local board will reimburse staff for the actual cost of registration for all conventions, seminars or other events they have been authorized to attend.

5. Meals, Gratuities, Entertainment and Incidentals

5.1 A per diem rate of \$70.00 (Canadian or US Dollars) per day or part thereof is provided where at least one overnight stay is involved. The per diem allowance is intended to cover normal daily expenses for out of town trips and precludes the necessity of filing receipts for such items as:

- Meals or snacks;
- Gratuities;
- Dry cleaning
- Phone calls;

5.2 Individual receipts must be filed with an expense statement for non per diem trips.

6. Business Meals

Reimbursement for reasonable expenses incurred at business meetings held at eating establishments and hotels is allowed when:

- When authorized in accordance with section 1 and when the purpose of the meeting is related to the business of the municipality and this is documented along with the number of persons in attendance; and
- An original receipt (a credit card receipt is acceptable) is submitted with the claim.

7. Parking Expenses

7.1 Staff will be reimbursed for the cost of parking their vehicle at a transportation terminal.

7.2 Staff will be reimbursed the cost of parking their vehicle while engaged in City business. Staff will not be reimbursed for the cost of parking fines.

7.3 Loss or damage to the vehicle while parked shall not be the responsibility of the City.

8. Membership and Association Fees

- 8.1 The City will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the City.
- 8.2 The City will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities, and for employees where such a designation, in the opinion of the Commissioner for the department in which the employee works, is an asset in the performance of the individual's duties and responsibilities.
- 8.3 Payment of personal professional membership and association fees is to be approved by the General Manager for the department in which the employee works and included in the annual budget allocation for the department.

9. Foreign Exchange

Where conferences or other events are attended out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.

10. Advances

The City Treasurer is authorized to advance money to staff authorized to attend conferences, seminars and events. Such requests will be submitted on the approved form at least two weeks prior to the event.

11. Previous Policies Repealed

Administrative Policies Numbered 11, 11A, and 13 are hereby repealed and the Schedule attached hereto as Schedule "A" (Travel/Conference/ Expense Claim Form) is hereby adopted as the current form for use pursuant to this policy.

Attached:

Employee Travel/Expense Claim Form
Employee Request for Advance of Funds

Date Approved: November 2005

Revision Dates: April 2006

Last Reviewed: November 2007