



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE:	TRAVEL AND EXPENSE REIMBURSEMENT	NO.	FIN-24
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Effective Date:	July 23, 2024
Approved by:	Council
Reference:	Staff Report ADM-24-047
Amends:	Replaces ADMIN-11

PURPOSE:

- To provide guidelines for Council and staff when incurring expenses related to travel, conferences, training and other Township related business.
- To promote transparency and prudence when using taxpayer funds for travel and related expenses.

SCOPE:

- This policy applies to Mayor and Council, and employees of the Township of Esquimalt
- This policy provides guidelines when incurring expenses; it does not provide guidance for approval and the payment or reimbursement of professional dues, conferences, tuition, or training and development costs. For those guidelines, please refer to:
 - Policy M-PER-08, Training, Development, Conferences and Professional Dues - for employees
 - Policy ADMIN-38, Conference Attendance by Elected Officials - for Mayor and Council

PROCEDURE:

Expenses:

General Provisions:

- Expense reimbursement requests can only be approved by the authorized approver, as detailed below:
 - Department employee: Department Director or designate
 - Department director: CAO or Director of Financial Services
 - CAO: Mayor or designate
 - Mayor and Council: Director of Financial Services or designate
- All requests for attendance at functions outside of BC must be approved by the CAO.
- Wherever feasible, expenses subject to this Policy should be paid with a corporate credit card rather than through a reimbursement process.
- All claims for reimbursement must be signed by the traveller and the authorized approver, by way of a Conference and Seminar Expense Form. All original receipts must be submitted. Claims for reimbursement should be submitted to the Finance Department within 30 days of when the expenses were incurred.

Specific Provisions:

Registration Fees:

- Registration fees for attendees at approved functions will be paid. Receipts are required.

Transportation:

- Transportation will normally be paid at the lesser of ground transportation by private car or single economy air fare plus ground transportation, at the discretion of the authorized approver.
- When travelling using own vehicle, mileage will be paid as per the per-kilometre rates as set out by the Canada Revenue Agency (and verified by a google map printout) plus parking expenses, tolls, ferries and other reasonable expenses related to transportation.
- Receipts are required for air fares, taxis, ferry fares, tolls and parking.

Accommodation:

- Travel accommodation will be based on single occupancy in a standard room. Receipts are required.
- Should a traveller choose to stay in a private accommodation (i.e. with friends or relatives), they may claim an allowance of \$50.00 per night. No receipts are required.

Per Diems (Meals and Incidentals):

- A daily rate of \$85 for travel within Canada will be paid, provided the employee is travelling for the full day.
- The daily rate of \$85 is comprised of the following:
 - Breakfast: \$15.00
 - Lunch: \$25.00
 - Dinner: \$35.00
 - Incidentals: \$10.00 (snacks, gratuities)
- Partial travel days: The daily per diem allowance shall be reduced for partial travel days as follows:

○ If departure before 8:00 am	No reduction
○ If departure after 8:00 am but before 12:00 pm	\$15 reduction
○ If departure after 12:00 pm but before 5:30 pm	\$40 reduction
○ If departure after 5:30 pm	No daily rate paid
- The per diem must be reduced for any meals provided as part of a conference/function using the amounts as set out above.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT EXPENSE ACCOUNT - ATTENDANCE AT CONVENTION, SEMINAR, ETC.

NAME		VENDOR CODE	
DEPARTMENT		DATE	20

PARTICULARS - ATTACH RECEIPTS				AMOUNT	GST	
REGISTRATION FEES				\$		(1)
FERRY FARES/TOLLS						n/a
AIR FARES						(1)
PERSONAL CAR(FIRST 5000 KM)		km @ \$ 0.70 per km	0.00	0.00		(2)
PERSONAL CAR(AFTER 5000 KM)		km @ \$ 0.64 per km	0.00	0.00		(2)
BUS OR TAXI					0.00	(2)
PARKING					0.00	(2)
ACCOMMODATION						(1)
PER DIEM ALLOWANCE	*use table below to calculate amount			0.00	0.00	(2)
SUNDRY (describe):						(1)
TOTAL EXPENSES				\$ 0.00	0.00	
LESS: ACCOUNTABLE ADVANCE (if any)				-		
BALANCE TO BE CLAIMED (REFUNDED)				\$ 0.00		

I hereby certify that the above expenses were incurred on municipal business attending:			
Location		Date(s)	

Claimant's Signature		Approved by Department Head	
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	Account No.	Amount	GST	Tax	Finance Dept. Use Only	
Expenses					Checked	
Advance	10.34.341.001.0000.8030				Posted	

GST Factors: (1) Actual GST (2) 5% of Expense (3) 2.5% of Expense
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RATES:

1 - **Per Diem** living allowances for Council and staff travelling on municipal business are:

- A. \$85.00 per day for travel within Canada.
For partial days or for meals included in registration fees or accommodation
use the following breakdown and show calculations in space at bottom of form:

Breakfast	\$15.00
Lunch	\$25.00
Dinner	\$35.00
Incidentals	\$10.00

2 - **Accommodation** - where accommodation is in non-commercial premises an allowance of
up to \$50.00 per night may be claimed without a receipt.

***enter in the amount of each per diem amount as indicated above
it will automatically calculate and populate in the form above
see Carol in Finance if you require more information**

	breakfast	lunch	dinner	incidentals	total
day 1					0
day 2					0
day 3					0
day 4					0
day 5					0
Total Per Diem Allowance					0