



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

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| TITLE: Travel Allowances – Municipal Staff, Council Appointees and Volunteers | NO. ADMIN - 11 |
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POLICY:

1. Attendance

- (1) All requests for attendance at conferences, conventions, short training courses, seminars, meetings, etc. where expenses will be incurred must be within budget and submitted in writing on the appropriate form, together with copies of any related brochures;
- (2) Staff attendance at such conferences, conventions, seminars and meetings must be approved by their department head;
- (3) Department head attendance must be approved by the Administrator;
- (4) Council appointee attendance must be approved by the Administrator;
- (5) Members of Commissions and Committees, except those members who are elected officials, must have attendance and expenses approved by a resolution of the Commission or Committee;

(Note: Elected officials (Mayor and Councillors) are subject to the provisions of the "Expenses (Elected Officials)" Bylaw and require a resolution of Council)

- (6) Attendance at training courses must be approved in accordance with the Municipal Council's education policy;
- (7) All requests for attendance at functions outside British Columbia must be approved by the Administrator.

2. Expenses

- (1) Registration fees for attendees at approved functions will be paid.
- (2) Transportation will be paid at the lesser of ground transportation by private car or single economy air fare plus ground transport at the points of departure and arrival. Receipts are required for air fares, ferry fares, taxis and extended parking.
- (3)(a) Standard room charges for either a single or double room will be paid. A receipt is required.
- (3)(b) Where accommodation is in non-commercial premises an allowance of up to \$25.00 per night may be claimed without a receipt.
- (4) A living allowance will be paid for the actual days of the function plus a maximum of

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two days for travel, if required. In this regard, allowances, claimed without a receipt, shall be determined on the following basis:

| Travel to GVRD, resort Municipality Whistler and outside of BC | Travel to other BC Destinations |
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| Breakfast \$ 12 | Breakfast \$ 10 |
| Lunch 18 | Lunch 15 |
| Dinner 30 | Dinner 25 |
| Incidentals <u>5</u> | Incidentals <u>5</u> |
| Total \$ 65 per day | Total \$ 55 per day |

Where a specific meal or meals are provided for as part of registration fees, provided without charge or is paid for from public funds, or where less than a full day of travel or attendance is involved, the applicable meal allowances as noted above shall be subtracted from the individual's *per diem* allowance.

- (5) Registration fees, air fares and accommodation charges will be paid by the Corporation directly by cheque or may be paid by the attendee and submitted as an expense item.
- (6) Requests for travel advances for attendance at approved functions must be submitted to the Finance Department at least five working days in advance of the day of departure.

3. Meals and Travel Allowances - Meetings

- (1) Employees may claim an accountable meal allowance not exceeding \$15.00 when they are required to attend an evening meeting outside of their normal working hours, provided the time between the end of the working day and the start of the meeting (plus one half hour prior to the start of the meeting for room set up, if required) is more than one-half hour and less than two hours (or two and one-half hours when summer working hours are in effect) and no meal is to be provided at the meeting.
- (2) No meal allowance will be paid when a day shift employee is required to attend a meeting that commences before, at or within one-half hour of the end of their normal work day and is expected to end not later than 6:00 p.m.
- (3) Employees not in receipt of a monthly automobile allowance who are required to return from home to the workplace to attend a meeting outside of their normal working hours may claim a travel allowance at the current rate per kilometre to a maximum of 30 kilometres per round trip.
- (4) An employee claiming a meal allowance may not also claim a travel allowance for attendance at the same meeting.

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