

Council Policy

Policy Name: Council Appointed Committee Members Travel
Department Name: Council and Legislative Services
Policy No.: LEG-070
Effective Date: May 10, 1987

Review Date:

STATEMENT:

The City of Fort McMurray will pay reasonable personal and other travel expenses necessarily incurred to public members of Council appointed Boards, Committees and Commissions for travel on City business.

PURPOSE AND OBJECTIVE:

The objective of this policy is to ensure fair, consistent practices with regard to business travel.

PROCEDURES:

1. Definitions

- 1.1. Members - Will mean public members of Council appointed Boards, Committees and Commissions.

2. Responsibilities

- 2.1. Legislative Committee to:
 - 2.1.1. Approve any amendments to this policy.
- 2.2. Council to:
 - 2.2.1. Approve funds within the current budget to cover regular travel requisitions for the year.
- 2.3. Department Manager to:
 - 2.3.1. Review and approve any travel requisition submitted by a member and included in the approved budget as well as subsequent expense claims.
- 2.4. Treasury Division to:
 - 2.4.1. Audit check all expense claims to ascertain that they have been submitted, certified and approved in accordance with this policy.
 - 2.4.2. Reimburse approved and audited expense claims.
 - 2.4.3. Provide a cash advance as approved.
- 2.5. Member to:
 - 2.5.1. Complete a Request for Travel Authority and Travel Advance form (reference Appendix I) a minimum of five (5) days before the date of travel.

- 2.5.2. Obtain necessary vouchers, receipts or other appropriate documents to substantiate expenditures while on the trip.
 - 2.5.3. Complete the Travel and Sundry Expense Claim Voucher form (reference Appendix II) within ten (10) days of return and submit it to his approving authority for final approval before the claim is forwarded to Treasury for payment.
 - 2.5.4. Reimburse the City for advances in excess of expenses paid or will be reimbursed by the City for expenses paid which exceed the advance.
- 2.6. Materials Management Division to:
- 2.6.1. Ensure reservations and tickets for air travel in accordance with the approved travel requisition.

3. General Procedures

- 3.1. Use of Form:
- 3.1.1. Request for Travel Authority and Travel Advance form to be completed by the member and approved by the appropriate authority for all travel.
 - 3.1.2. If an advance is required, the Advance Request portion of the Request for Travel Authority and Travel Advance form is to be completed by the member and approved by the appropriate authority.
 - 3.1.3. Travel and Sundry Expense Claim Voucher form to be completed, signed by the member, approved by the appropriate authority and submitted to Treasury for payment or recording purposes.
- 3.2. Authority to Travel:
- 3.2.1. All travel must be authorized by the appropriate authority using the Request for Travel Authority and Travel Advance form. Provisions have been made on the Request for Travel Authority and Travel Advance form to allow for travel advances if required.
 - 3.2.2. Before a member is authorized to make a journey, he should determine that the purpose cannot be adequately met through correspondence, telegram or telephone communication.
 - 3.2.3. When travel not included in the approved budget is necessary, it must be approved by the applicable department manager.
- 3.3. Transportation Standards – Travel on Duty:
- 3.3.1. All travel is to be by the most direct route and the most economical means of transportation. In all cases, receipts must be submitted.
 - 3.3.2. A member travelling on City business may, with the consent of the appropriate authority, travel by any means of transportation along any route in order that he may combine personal business with his official duties, however, the claim for expenses and subsistence will be paid on the basis of the expenses that would have been incurred had the trip been made by the route and mode of travel that would have been prescribed by the section.
 - 3.3.2.1. Air Travel: Except for short journeys where the use of car or train is usually more economical, air travel is the acceptable normal method of transportation on municipal business. The cheapest economy rate is

usually used, but a higher standard or rate may be authorized for reasons such as the following:

- 3.3.2.1.1. Less expensive air fare not available and delay in arrival is not acceptable.
 - 3.3.2.1.2. Acceptable connecting flights cannot be arranged.
- Requisitions for out of province travel are to be made through the Purchasing Division. Tickets for air travel in the province may also be obtained providing sufficient notice is given.
- 3.3.2.2. Rail Travel - Rail travel is normally by coach class. Where overnight travel is required, roomette accommodation may be used.
 - 3.3.2.3. Bus Travel - May be used for short journeys to points not serviced by scheduled airlines. Receipts must be submitted.
 - 3.3.2.4. Private Vehicle Travel - Travel by private vehicles may be authorized where, in the opinion of the appropriate authority, this method is economical and practical.
- Allowances payable for authorized official use of a private car based on ownership and adequate insurance coverage will be \$0.24 per kilometer, to a maximum of the equivalent of the most economic air fare. Allowances are paid for the specific purpose of reimbursing members for the actual cost of using their vehicles for City business.
- A member may use his own vehicle for transportation to the airport and be reimbursed for his transportation cost, plus the cost of parking, provided the total cost does not exceed normal airport transportation fare. When several people travel together in the same vehicle, only the owner and not the passengers will be entitled to the allowance.
- 3.3.2.5. Taxis and Equivalent - A member will be reimbursed for actual and reasonable costs incurred for taxis, airport limousines (buses) or equivalent for transportation between home or work place and the airport or rail or bus station required for his travel authorization. A member will also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business in the location(s) outside Fort McMurray in his travel authorization.

3.4. Accommodation:

- 3.4.1. A member will be reimbursed for actual and reasonable expenses for accommodation on authorized municipal business. A member will normally be authorized to stay in accommodation which is reasonable, conveniently located and comfortably equipped.
- 3.4.2. Many hotels extend reduced rates to government officials. Members travelling on City business should enquire if a special rate is available when making reservations or bookings into hotels to take advantage of this rate reduction. Proof that you are a government official is usually required and if you do not have a business card, a letter of authority should be obtained.
- 3.4.3. Where a member receives permission to make private arrangements for overnight accommodations, he will be reimbursed for each night to the level shown in clause 03.05 (b).

- 3.4.4. Arrangements should be made for suitable self-contained accommodation obtained at weekly or monthly rates where an employee is required to spend periods in excess of two (2) weeks in travel status at one (1) location and where such accommodation is available, convenient and economical.
- 3.5. Per Diem, Meals, Gratuities and Other Costs:
- 3.5.1. Where a member is required to be on travel status overnight, he may claim a per diem rate of \$100 for each twenty-four (24) hour period.
- 3.5.2. Where a member makes private arrangements for accommodation, he may make a claim of \$20 for each night with no requirement for a receipt.
- 3.5.3. When a member is on travel status for a portion of a day, meal allowance may be claimed without a requirement for a receipt as follows:
- | | | |
|-----------|---------|---------|
| Breakfast | Lunch | Dinner |
| \$10.00 | \$15.00 | \$20.00 |
- 3.5.4. Meal allowances are NOT authorized when:
- 3.5.4.1. Breakfast - The departure time is later or the arrival time is earlier than 0730 hours.
- 3.5.4.2. Lunch - The departure time is later or the arrival time is earlier than 1300 hours.
- 3.5.4.3. Dinner - The departure time is later or the arrival time is earlier than 1830 hours.
- 3.5.4.4. Meals on planes or trains are included in the fare or when the registration fee for conferences, etc., includes meals.
- 3.5.4.5. When meal or other charges are included in the bill for any paid service (i.e., hotel bill, airline ticket, conference registration, etc.) they may not be claimed in the meal or other allowance.
- 3.5.5. Gratuities for meals are included in the amount set for meal allowances.
- 3.5.6. The per diem rate includes all costs related to meals, gratuities, laundry and dry cleaning, personal calls and sundry expenses.
- 3.5.7. Official Telephone Calls - A member will be reimbursed for costs incurred for long distance telephone calls relating to official business.
- 3.5.8. Miscellaneous Business Expense - A member, with the approval of the appropriate authority, will be reimbursed for the actual cost of miscellaneous business expenses such as hosting of business associates locally or while in travel status, costs associated with meetings, conferences or seminars, etc. These costs to be included on the Travel and Sundry Expense Claim Voucher form.
- 3.5.9. Where due to unusual circumstances, extraordinary expenses are incurred in excess of those authorized, the member may be entitled to reimbursement at cost on production of receipts and upon approval of the appropriate authority.
- 3.6. Expense Reports:
- 3.6.1. Members are required within ten (10) days of return to complete the Travel and Sundry Expense Claim Voucher form.
- 3.6.2. The following expenses will be supported by vouchers, receipts or other appropriate documents, wherever possible:
- 3.6.2.1. Commercial transportation costs where these are not purchased or provided by the City.

- 3.6.2.2. En route accommodation not included in the basic fare or ticket purchase or provided by the City.
- 3.6.2.3. Overnight accommodation in excess of \$20.
- 3.6.2.4. Meal costs where these are in excess of the amounts specified in clause 03.05 (c) and (e).
- 3.6.2.5. Car rentals.
- 3.6.2.6. Parking charges (where off-street).
- 3.6.2.7. Long distance telephone calls.
- 3.6.2.8. Registration fees.
- 3.6.2.9. Entertainment expenses.
- 3.6.2.10. Taxi trips in excess of \$10.
- 3.6.3. An itemized listing of the following expenses must accompany the Travel and Sundry Expense Claim Voucher form:
 - 3.6.3.1. Taxis and Limousines - The listing must detail the cost of all transportation charged.
 - 3.6.3.2. Miscellaneous Expenses - The listing must detail the cost of each item. Expenses such as hosting must include an explanation of the circumstances under which hosting took place and the names and positions of all persons hosted.
- 3.7. Travel Advances:
 - 3.7.1. A cash advance for travel purposes may be obtained upon submission of a Request for Travel Authority and Travel Advance form a minimum of five (5) days before the date of travel. The advance cheque will be dated the day before the first day of travel. The cash advance is to cover per diem and accommodation rates.
 - 3.7.2. The cash advance will not exceed 75% of anticipated costs.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Committee of the Whole

Approval Date: February 10, 1987

Revision Approval Dates: May 10, 1988

Review Due:

Policy Manager: Chief Legislative Officer

Department Contact: Senior Legislative Officer

Legal References:

Cross References: FIN-160 Travel and Subsistence Policy

Original Approved by Committee of the Whole

February 10, 1987

Date

EMPLOYEE NAME				DEPARTMENT				DATE			
DESTINATION				TIME AWAY FROM TO							
PURPOSE											
LEAVE FORT McMURRAY DATE		TIME	ARRIVE DESTINATION DATE		TIME	LEAVE DESTINATION DATE		TIME	ARRIVE FORT McMURRAY DATE		TIME
		AM/PM			AM/PM			AM/PM			AM/PM

[illegible]

★★ RECEIPTS REQUIRED ON INDIVIDUAL CHARGES IN EXCESS OF \$10.00

TOTAL BILLED TO MUNICIPALITY		TOTAL PERSONAL PAYMENTS	
TOTAL COST OF TRIP		AMOUNT ADVANCED	
		AMOUNT CLAIMED	
		AMOUNT REFUNDED TO MUNICIPALITY	

EMPLOYEE
SIGNATURE

**PLEASE MAKE REFUND CHEQUE
PAYABLE TO THE REGIONAL
MUNICIPALITY OF WOOD
BUFFALO**

GENERAL LEDGER CODING		AMOUNT

SUPERVISOR'S APPROVAL	
REGIONAL TREASURER	RECEIPT / CHEQUE NO.



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

REQUEST FOR TRAVEL AND TRAVEL ADVANCE

Employee Name: (As shown on Driver's license)	
Purpose:	
Travel period FROM: _____ TO: _____	
Mode of Transportation: (fill out next section if you require Purchasing to book flight)	

Outbound Flight	Preferred Departure Date & Time:	
	Destination:	
Inbound Flight (Return)	Preferred Departure Date & Time:	
	Destination:	
Rental Car (can be reserved for you):		
Copy Itinerary to (e-mail):		

TRAVEL ADVANCE

Anticipated Employee Paid Expenses			
TRAVEL	\$	ACCOMMODATION	\$
REGISTRATION	\$	MEALS/OTHER	\$
TOTAL	\$		
Advance Requested: (not to exceed 90% of total)			
General Ledger Coding:			

Employee

Approval

Finance