



# City of Lloydminster

# Policy

<b>Policy Title:</b>	Travel Expense Reimbursement Policy	<b>Policy Number:</b>	134-11
<b>Date of Adoption:</b>		<b>Motion Number:</b>	194-2022
<b>Date of Amendment:</b>		<b>Motion Number:</b>	
<b>Sponsoring Department:</b>	Finance		

## 1. Purpose:

To guide Members of Council and Administration in the reimbursement of travel-related expenses incurred while conducting business on behalf of the City or for the purposes of Professional Development.

## 2. Definitions:

<b>Administration</b>	An employee or contract employee of the City of Lloydminster.
<b>Accommodations</b>	A room or rooms rented out to a Member of Council or Administration that shall include but may not be limited to hotels, motels, cabins, campgrounds, or Airbnb. Accommodations shall not apply to a private residence.
<b>City</b>	The corporation of the City of Lloydminster.
<b>Executive Manager</b>	Includes the following positions: Chief of Staff, City Clerk, City Manager, Chief Financial Officer, Executive Manager Operations, and Executive Manager Community Development Services.
<b>Fleet</b>	City owned vehicles, not including Lloydminster RCMP and Lloydminster Fire Department equipment.
<b>Incidental Per Diem</b>	An expense allowance that covers miscellaneous expenses.
<b>Legitimate Business Expense</b>	An authorized expense incurred to acquire goods or services necessary for the provision of municipal services.
<b>Meal Per Diem</b>	A reimbursement that covers expenses associated with subsistence.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
<b>Pcard</b>	A City issued Purchasing Card.
<b>Professional Development</b>	Learning and development opportunities and activities to extend and broaden the scope of

	professional capabilities of Members of Council or Administration in relation to their role and responsibilities.
<b>Supervisor</b>	The person who directly oversees a Member of Council or Administration.
<b>Supporting Information</b>	Records and/or written explanation to sufficiently demonstrate the validity of an expense.
<b>Receipts</b>	An itemized record identifying the goods or services acquired, cost, date of purchase, vendor name, vendor GST number, and any applicable taxes. The itemized receipt must be accompanied by proof of payment, such as credit card or debit card receipt.
<b>Reimbursement</b>	A payment made by the City to a Member of Council or Administration who has incurred an out-of-pocket expense related to a Legitimate Business Expense.
<b>Travel</b>	When a Member of Council or Administration is required to leave the corporate boundaries for the purposes of Professional Development or City business. This shall not include the provision of municipal services beyond corporate boundaries.
<b>Travel Coordinator</b>	An Executive or Administrative Assistant who is responsible for making travel arrangements for a specific group or department.

**3. Scope:**

3.1. This Policy applies to all Members of Council and Administration.

**4. Travel Approvals:**

4.1. Prior to Travel occurring or Travel arrangements being made for any purposes, members of Administration shall obtain approval from their direct Supervisor. Depending on the destination, additional approval may be required:

<b>Destination</b>	<b>Approval Required</b>
Alberta and Saskatchewan	Direct Supervisor
Out-of-province (out of Alberta or Saskatchewan)	Executive Manager
Out-of-country (out of Canada)	City Manager

- 4.2. Members of Administration shall complete the request for/record of professional development and training form and submit it to their Supervisor for approval before any Travel arrangements related to professional development and training are made and ensure additional approval is met in accordance with 4.1.
- 4.3. The request for/record of professional development and training form shall outline all expected costs related to the Travel and align with all City policies and bylaws.
- 4.4. Members of Council shall seek approval by a resolution of Council to Travel outside of Canada or for any Travel that exceeds their approved budget.

## **5. Reporting and Disclosure:**

- 5.1. Members of Council and Executive Managers shall complete a monthly Travel report, including all related expenses, to be posted to the City's website.

## **6. Travel Arrangements:**

- 6.1. When making Travel arrangements, Members of Council and/or Administration shall ensure expenses are reasonable, prudent, and cost effective by utilizing the most economical mode of transportation taking travel time into consideration. This includes but is not limited to carpooling, fleet vehicles, and air travel.
- 6.2. Travel Expenses are expected to demonstrate appropriate stewardship and accountability.
- 6.3. Travel arrangements should be booked sufficiently in advance (at least 14 calendar days prior).
- 6.4. The use of luxury accommodations or travel, such as hotel suites, luxury rental vehicles, or first-class airfare, will not be reimbursed without justification and prior written approval by the City Manager.
- 6.5. A Travel Coordinator may process all travel arrangements in consultation with the Member of Council and/or Administration.
- 6.6. Notwithstanding section 6.5 above, a Supervisor may use their Pcard, if approved for Travel, to reserve and pay for another member of Administration's Travel arrangements.
- 6.7. Travel arrangements shall not be selected with the explicit intent to collect personal rewards or loyalty points.

- 6.8. When travelling on City business or attending conferences, Reimbursements shall not be provided for expenses incurred for optional conference events and personal entertainment.
- 6.9. Notwithstanding section 6.8 above, work-related learning experiences that include an educational or learning opportunity or significant networking opportunity may be eligible for Reimbursements and shall be subject to a Supervisor's approval and the department's budget.
- 6.10. Expenses incurred if a spouse/partner accompanies a Member of Council and/or Administration on a business trip, conference, or event shall not be reimbursed unless an exception has been pre-approved in writing by the City Manager or when:
  - 6.10.1. An organized event explicitly extends an invitation in writing to include a spouse/partner. In this case, only the cost of the event ticket will be reimbursed.

**7. Purchase Payment Method:**

- 7.1. A Pcard is the preferred payment method for the purchase of Legitimate Business Expenses and should be used whenever possible in accordance with City policies and bylaws.
- 7.2. If a Member of Council and/or Administration does not have a Pcard, their direct Supervisor may use their Pcard to pay for travel-related expenses, or a personal payment method is required with expense reimbursement by the City.

**8. Meals:**

- 8.1. When travelling, Meal Per Diems may be claimed without Receipts in accordance with the following limits:

<b>Meal</b>	<b>Per Diem</b>
Breakfast	\$16.00
Lunch	\$21.00
Dinner	\$32.00
<b>Daily</b>	<b>\$69.00</b>

- 8.2. Meal Per Diems shall be calculated in Lloydminster time in accordance with the following:

<b>Departure time</b>	<b>Per Diem</b>
7:00am or earlier	Breakfast, Lunch, and/or Dinner
7:00am – 1:00pm	Breakfast and/or Lunch
1:00pm – 6:00pm	Dinner
6:00pm or later	Dinner

<b>Return Time</b>	<b>Per Diem</b>
1:00pm or earlier	Breakfast
1:00pm – 6:00pm	Breakfast and/or Lunch
6:00 pm or later	Breakfast, Lunch, and/or Dinner

- 8.3. When claiming a Meal Per Diem, Supporting Information shall be submitted such as the conference agenda or travel itinerary.
- 8.4. A Meal Per Diem shall not be claimed when a meal was provided.
- 8.5. Meal Per Diems may be paid in advance, if approved by the direct Supervisor.
- 8.6. A member of Council and/or Administration may claim the true meal expense rather than a Meal Per Diem if Receipts and relevant Supporting Information are provided.
- 8.7. All claims for Meal Reimbursement shall be made in accordance with City policies and bylaws.

**9. Incidental Per Diem:**

Members of Council and/or Administration travelling for more than eight (8) hours or overnight may claim an incidental per diem to cover minor travel-related costs not otherwise specified in this policy at a rate of \$17 per night.

**10. Accommodations:**

- 10.1. When overnight Travel is deemed appropriate by the Supervisor, Accommodations shall be selected with the following considerations:
- 10.1.1. host and sister Accommodations may be utilized first;
  - 10.1.2. if a host Accommodation is not available or preferred, the next closest Accommodation with a comparable rate may be selected;

10.1.3. all available municipal discounts including but not limited to Alberta Municipalities and/or Saskatchewan Urban Municipalities Association shall be considered.

10.2. Private residences in lieu of Accommodations may be used and shall be eligible for Reimbursement at a rate of \$50 per night.

## **11. Vehicles:**

11.1. Rental vehicles may be utilized if the nature of Travel necessitates the use of a vehicle.

11.2. Members of Council and/or Administration using private vehicles for Travel shall possess a valid Alberta or Saskatchewan operator's license and shall have a minimum of \$1,000,000 of public liability and property damage insurance.

11.3. Members of Council and/or Administration who operate a vehicle for the purposes of City business, shall notify their Supervisor if the status of their driver's license has changed or has been suspended.

11.4. Members of Council and/or Administration shall only operate a City owned or leased vehicle if they have the appropriate class of driver's license for the vehicle they are going to operate and are legally able to operate a vehicle and have completed Fleet training for the City.

11.5. Members of Council and/or Administration using a private vehicle for Travel shall track their mileage for Travel purposes and shall receive Reimbursement at a rate of \$0.61 per km. This rate covers all personal vehicle expenses including but not limited to fuel, insurance, maintenance, etc.

11.5.1. The mileage rate will reflect the Canada Revenue Agency rate as of January 1 annually.

11.6. All claims for mileage Reimbursement shall be made in accordance with City policies and bylaws.

## **12. Other Travel Expenses:**

12.1. Parking, vehicles for hire, and public transportation expenses shall be eligible for Reimbursement in accordance with City policies and bylaws.

12.2. Fuel expenses may be eligible for Reimbursement when a vehicle is rented or when a Fleet vehicle is utilized without a fuel card or Pcard.

**13. Vehicles Allowance:**

- 13.1. Members of Council and/or Administration who frequently and consistently utilize a private vehicle for City business may be eligible for a vehicle allowance in accordance with City policies and bylaws, or as provided for as part of their compensation package.
- 13.2. Anyone receiving a vehicle allowance shall not be eligible for Reimbursement for any mileage or expenses related to the use of their private vehicle withing City limits.

**14. Penalty:**

- 14.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 14.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter.*"

**15. Responsibility:**

- 15.1. City Council shall review and approve all policies.
- 15.2. Administration shall administer this Policy through the use of a supporting procedure.
- 15.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.