TRAVEL BY EMPLOYEES AND ELECTED OFFICIALS POLICY

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Classification	HUM
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Approval Authority	Council
Supersedes	P2001-05
Mandated Review	2028

1. PURPOSE

The purpose of this policy is to outline the approval and reimbursement of travel expenses for Employees and Elected Officials of the City of Bathurst who are required to travel on City business.

2. SCOPE

This Policy applies to all City Employees and Elected Officials.

3. DEFINITIONS

(1)	**CAO**	means the Chief Administrative Officer of the City's administration appointed for the City of Bathurst.
(2)	**CITY**	means the City of Bathurst
(3)	**ELECTED OFFICIALS**	means the mayor and councillors of the municipality
(4)	**EMPLOYEES**	means the employees of the City of Bathurst

4. POLICY STATEMENT

The City of Bathurst acknowledges that business travel is a necessary part of some roles. The *Travel by Employees and Elected Officials Policy* addresses the requirements of such business travel and related demands and establishes acceptable limits and guidelines for approved business travel undertake on behalf of the City.

Expenses for mileage incurred while travelling on behalf of a commission shall be reimbursed by the commission not the City, in accordance with the policy of that commission.

1) APPROVALS

a) All travel must receive prior approval as follows:

   i. Employee from applicable Managers;
   ii. Managers from Supervisors;
   iii. CAO & Councillors from Mayor;
   iv. Mayor from CAO.

b) Travel out of Province paid for in any part by the City, for which the total cost exceeds the annual authorized budget must receive approval of Mayor and Council or Council.

2) EXPENSE CLAIMS

a) All expense claims must be submitted within 30 (thirty) days of return from travel.

b) Failure to submit will result in the advance being deducted from any money that may be due to the Employee or the Elected Official.

c) Expense claims shall be submitted on the *Travel Expense Claim Form* and shall be approved at the same level of authority as travel approval.

3) METHOD OF TRAVEL

a) Whenever possible Employees or Elected Officials are expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved and working schedule.

4) AIR TRAVEL

a) Economy class air transportation shall be used.

5) PRIVATE AUTOMOBILE

a) Transportation by private automobile will be reimbursed at the rates per kilometre outlined in the *Schedule of Allowable Travel Expenses*. The number of kilometres will be calculated from the normal place of work to the destination and return. When air travel is more economical, an Employee or Elected Official may receive permission to travel by private automobile, however, such Employee or Elected Official will be reimbursed only the equivalent amount of economy return airfare to the destination from the nearest airport with normally scheduled flights plus the usual reimbursement for return kilometrage to that airport.

b) Elected Officials shall be reimbursed to a maximum of 200 km per month for attending City business within 40 kilometres of the City limits. See *Schedule of Allowable Travel Expenses* for rates.

6) RENTAL VEHICLES

a) Where it is economical to do so, an employee shall use a rental vehicle and such vehicle shall be compact size or equivalent model. Reimbursement shall include the rental charges, kilometrage charge, the cost of liability insurance waiver and the cost of fuel.

7) TAXIS

a) The cost of taxi where necessary shall be allowed. Receipts shall support all costs incurred.

8) PARKING

a) The City will reimburse reasonable parking costs. Where long term parking costs over $5.00 per day, receipts shall be submitted.

9) ACCOMMODATIONS

a) Employees and Elected Officials will be reimbursed for actual accommodation costs incurred while on City business. Employees and Elected Officials shall request government rates whenever possible. Receipts are required for all accommodation charges unless otherwise indicated. No direct billings to the City will be allowed.

b) Employees and Elected Officials who use private accommodation while on City business will be reimbursed as per the *Schedule of Allowable Travel Expenses*. Receipts are not required.

10) ADDITIONAL GUESTS

a) At the Employee's or the Elected Official's discretion, they may be accompanied by a guest. All additional expenses including transportation costs, meals, entertainment and hotel (if any charge is levied for the extra person) are the responsibility of the employee or the elected official.

11) MEALS AND INCIDENTALS

a) For each full day of travel, an Employee or Elected Official shall be reimbursed the total daily allowance shown on the *Schedule of Allowable Travel Expenses*. In order to claim for a full day, the employee/elected official must leave at 8:00 a.m. or prior and return later than 6:00 p.m.

b) For partial days, the Employee or the Elected Official shall be reimbursed at the separate meal allowance rates.

c) Reimbursement for meals shall not be claimed where meals are included as part of registration fees for conferences or seminars, etc.

d) An incidental amount shall be allowed for each day or part day while travelling on City business as shown on the *Schedule of Allowable Travel Expenses*.

e) It is expected that from time to time City Department Heads and Elected Officials may incur costs to facilitate the conduct of official City business. Such costs may include conference room rentals, equipment rentals, hospitality, and other related service costs. Such costs shall be reimbursed, and all such claims shall state the purpose of the costs and the number of persons involved. Receipts shall be submitted and prior approval is required as identified in *Part 4, Section 1. Approvals*.

12) LAUNDRY

a) An Employee or an Elected Official may be reimbursed for reasonable expenses associated with laundry if travel from the City exceeds three days.

13) TELEPHONE

a) Refer to policy P2023-01 Cell Phone Policy.

14) PER DIEM ALLOWANCE

a) The Mayor and/or his designate(s), while on official City business shall be allowed, in place of the per diem, an amount equivalent to his normal wages and benefits paid by his employer. Arrangements shall be made between the City and the employer to reimburse the employer directly for wages paid to Mayor and/or his designate(s) while absent from his office of employment for City business. Such amount shall not exceed the amounts actually expended by the employer. City business shall not include attendance at conferences or seminars and must be supported by Council.

15) NON-REIMBURSABLE TRAVEL EXPENSES

a) Babysitting
b) Personal Entertainment
c) Personal Grooming
d) Traffic Fines
e) Kennel Fees for Pets
f) Airline Club Dues
g) Alcohol

5. RELATED DOCUMENTS

- *City of Bathurst Expense Claim Form*
- *Mileage Report Form*

6. REVISION HISTORY

Date (yyyy/mm/dd)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)

Bathurst

APPENDIX A
SCHEDULE OF ALLOWABLE TRAVEL EXPENSES

Airfare:	Economy to scheduled service airport nearest destination.
Personal Vehicle:	$0.65 per kilometre on all City business beyond a one (1) kilometre radius from City Hall.
Travel within City Limits:	Daily Allowance within the City limits (minimum rate of 29 km per day)
Rental Vehicles:	Actual rental charges including insurance coverage. Receipts required.
Taxis:	Actual cost. Receipts for fares over $5.00 required.
Accommodation:	Actual charges including applicable tax. Receipts required. Every attempt shall be made to obtain government rates.
Private accommodation:	$50.00 per night with no receipt required.
Parking:	Actual costs. Receipts required if charges over $5.00 per day.
Incidental:	$25.00 per day or part day while travelling away from the City. Areas immediately around Bathurst are not considered travel for incidental reimbursement.

Meals

Breakfast	$29.50
Lunch	$30.50
Dinner	$61.70

Daily allowance	$121.70

Gratuity of 15% may be added to the above allowance.

In order to claim breakfast, travel must commence before 8:00 a.m. In order to claim dinner, travel must end after 6:00 p.m.