



City of Summerside Travel Policy # P-CS-12

Approved March 17, 2003 Effective April 1, 2003
replaces policy approved March 17, 1997

Policy

It is the policy of the City of Summerside to reimburse travel expenses to those employees who are required to use their own vehicle for municipal business.

1. **Specific Objectives**

1.1 To establish uniform rates and conditions of reimbursement to employees who incur expenses while travelling on municipal business.

2.0 **Responsibilities**

2.1 The Council (or its designated committee) will:

a. review, amend, and adopt changes to the Travel Policy

2.2 The Chief Administrative Officer (or designate) will:

- a. recommend changes in the Travel Policy to Council
- b. ensure the proper implementation and administration of the Travel Policy
- e. ensure that department heads are aware of the Travel Policy and its contents.

2.3 Department heads will:

- a. recommend changes to the Travel Policy to the Chief Administrative Officer
- b. ensure, in co-operation with the Chief Administrative Officer, that the Travel Policy is properly implemented
- c. ensure that employees are aware of the Travel Policy and its contents

3.0 **Allowances -**

3.1 Private Motor Vehicles

This section applies to employees of the City who are required to travel on municipal business away from their primary workplace.

- a. Effective immediately an employee who operates his/her own motor vehicle on city business is eligible to claim reimbursement as follows:
 - i 36 cents per kilometer for all kilometers travelled in each fiscal year;

NOTE: Kilometers noted above refer to the aggregate of in-province and out-of-province travel.

- b. Future changes to the private motor vehicle allowance in [a] above shall be based on changes to the lower of the two tier rate set out by the Canada Customs and Revenue



Agency as the amount considered to be a reasonable allowance per kilometer paid as a tax free allowance to employees.

- c. An employee is required to keep daily logs and submit them with his/her mileage reports in order to obtain reimbursement.
- d. Travel to and from home to the employees place of employment is the employee's personal expense.
- e. If an employee's vehicle is vandalized while in the performance of the employer's business, the employee will be entitled to receive reimbursement of the amount of the deductible insurance coverage applicable to the damage incurred, on submission of the appropriate documentation.

3.2 Lodging and Meals

- a. An employee is eligible to claim for the cost of lodging to the extent that the Chief Administrative Officer or Department Director considers reasonable * **receipts are required.**
- b. Where the employee elects to stay in a private residence, he/she is eligible to claim reimbursement to a maximum of \$10.00 per night. ***Receipts are not required.**
- c. Employees are required to ensure that government rates, or the most economical rates available are obtained for accommodations.
- d. An employee who is on city business is eligible to claim reimbursement for meals to the extent that the Chief Administrative Officer or Department Director considers reasonable. ***receipts are required**
- e. Gratuities shall not exceed 15%
- f. The allowances may be exceeded only under very exceptional circumstances which must be clearly specified on the expense claim form, with receipts attached.
- g. Employees required to entertain visitors on behalf of the city shall submit appropriate expense claims for such entertainment and shall keep such costs at reasonable levels.

3.3 Incidental Expenses

An employee is eligible to claim reimbursement for the following incidental expenses while on city business. * **receipts are required**

- a. parking charges, where no free parking is conveniently available;
- b. telephone calls required for business while away from the primary workplace;
- c. taxi fares, where no there convenient transportation is available
- d. ferry or bridge charges
- e. Automobile rental

4.0 Travel Advances



- a. An advance payment for out-of-province travel may be made to an employee prior to his/her departure from the Province on City business. Such advance payment will be limited to an amount sufficient to defray estimated expenses of the journey and it will be made available no more than 10 days prior to the date of departure. Travel advances will not be issued for the purpose of purchasing air tickets.

5.0 Mode of Travel

- a. Every employee shall travel by the most direct route and the most economical mode of travel, taking into consideration the travel time involved.
- b. Purchase Orders shall be used for the purchase of airline tickets.

6.0 Reimbursement Process

- a. All claims by an employee for transportation, lodging, meal and incidental allowances shall be on a form prescribed. Claims should be submitted within 10 working days of the end of the period covered;
- b. Mileage reports shall be approved by the Director of the Department to which the employee is assigned and submitted for reimbursement on a monthly basis.
- c. Directors should ensure that travel claims are completed in sufficient detail to substantiate the distances/costs claimed.