

## BUSINESS TRAVEL EXPENSE POLICY

|                              |                                                                                                                                                                                                               |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Number:</b>        | 13/211.03 2020                                                                                                                                                                                                |
| <b>Policy Review:</b>        | Every 2 Years or upon Legislative Change                                                                                                                                                                      |
| <b>Policy Owner (Dept.):</b> | Finance                                                                                                                                                                                                       |
| <b>Reference(s):</b>         | Annual Budget and Taxation Preparation #13/210.03 2018PO<br>Purchasing Policy #13/211/01 (2014)<br>Corporate Credit Card Use Policy 12/211/02 (2018)<br>Staff Training & Development Policy 14.161.01 2017 PO |

### 1. PURPOSE OF POLICY

- 1.1. To establish guidelines and to ensure consistency and accountability for the reimbursement of expenses incurred by City of Lacombe Council members, employees, members of Lacombe Police Services, and approved Committee volunteers.

### 2. POLICY STATEMENT

- 2.1. The City of Lacombe's Policy allows reimbursement of reasonable, legitimate, and necessary expenditures incurred by individuals while representing the City, engaging in official City business, attending meetings, conferences, seminars, or other training opportunities.
- 2.2. The intent of this Policy is that claimants are neither enriched nor impoverished from incurring business expenses while representing the City, engaging in official City business, attending meetings, conferences, seminars, or other training opportunities.
- 2.3. All expenses should be reasonable and made in the City's best interests.

### 3. APPLICABILITY

- 3.1. This Policy applies to City of Lacombe Council members, employees, Lacombe Police Service members, and approved Committee volunteers. This Policy does not apply to contractors.
- 3.2. This Policy comes into effect upon approval of Council.

### 4. NON-COMPLIANCE

- 4.1. Non-compliance with this Policy may result in denial of a reimbursement claim, reimbursement to the City for non-allowable expenditures and disciplinary action.

### 5. DEFINITIONS AND ABBREVIATIONS

- 5.1. **Approved Committee Volunteers** shall mean individuals whom Council has appointed to a City Committee.

- 5.2. **Approver** shall mean individuals responsible for reviewing and approving expense claims as per section 6 of this Policy.
- 5.3. **CAO** shall mean the Chief Administrative Officer of the City of Lacombe.
- 5.4. **Cardholder** shall mean a City of Lacombe employee, Council Member or member of Lacombe Police Service who holds a credit card issued on behalf of the City of Lacombe.
- 5.5. **City** shall mean the City of Lacombe.
- 5.6. **Claimant** shall mean a person submitting a claim for eligible expenditures as per section 7.2 of this Policy.
- 5.7. **Council members** shall mean elected officials, including the Mayor.
- 5.8. **Employees** shall mean individuals who are employed by the City of Lacombe.
- 5.9. **Lacombe Police Service Members** shall mean individuals sworn as police officers performing duties in the City of Lacombe through the Lacombe Police Service.

## 6. ROLES AND RESPONSIBILITIES

- 6.1. Council
  - 6.1.1. Approve the Business Travel Expense Policy.
  - 6.1.2. Consider and approve material changes to the Business Travel Expense Policy.
- 6.2. Mayor
  - 6.2.1. Review and approve Council members expense claims.
  - 6.2.2. Review and approve CAO expense claims.
- 6.3. Deputy Mayor
  - 6.3.1. Review and approve the Mayor's expense claims.
- 6.4. Managers and Supervisors
  - 6.4.1. Ensure staff compliance with the Business Travel Expense Policy.
  - 6.4.2. Review and approve direct reports reimbursements of authorized business travel expenses in accordance with this Policy.
- 6.5. Employees, Members of Lacombe Police Service, and Approved Committee Volunteers
  - 6.5.1. Abide by the terms of this Policy, guidelines, and procedures.
  - 6.5.2. Submit supporting documentation when making a reimbursement claim.

## 7. POLICY DETAILS

### 7.1. General Considerations

- 7.1.1. Within department budgets, funds made available for claimants shall be used for training, development, and associated eligible expenses that will benefit the claimant and the City in their current role or in a future role at the City.
- 7.1.2. Whenever possible, cardholders shall use their corporate credit card to pay for expenses such as registrations, travel, and expenses that would be incurred by themselves or by their staff. Personal credit cards are only to be used for expenses if a corporate credit card is unavailable.
- 7.1.3. An expense claim form shall be completed and submitted to the claimant's approver, along with detailed receipts and other supporting documentation for all eligible expenses. All expense claims must be submitted to Finance within 60 days of the expenses being incurred.
- 7.1.4. All expenses reimbursed through this Policy are public funds, and subject to public accountability. Expenses must be reasonable and stand up to public scrutiny when disclosed.

### 7.2. Eligible Expenses

- 7.2.1. Meal costs will be covered when:
  - 7.2.1.1. They are not covered as part of the event being attended on behalf of the City.
  - 7.2.1.2. While travelling on City business.
  - 7.2.1.3. While meeting with external or internal stakeholders to discuss City business.
- 7.2.2. Transportation costs such as bus tickets, airline tickets, taxi fare, rideshare fees.
- 7.2.3. Reasonable costs for seat selection, and transportation of luggage, when using an airline.
- 7.2.4. Mileage costs when using personal vehicle for business use based on mileage rates set by the City.
- 7.2.5. Accommodation costs such as hotels or other accommodation arrangements.
- 7.2.6. Other expenditures previously authorized by the claimant's approver.

### 7.3. Ineligible Expenses

- 7.3.1. Alcohol, tobacco, marijuana, or similar items
  - 7.3.1.1. Reasonable purchases of alcohol beverages for community events, council events or hosting events where other municipal officials are present may

be approved. Reasonable tobacco purchases for the purposes of gifting at ceremonial services may be approved. Such approval is required prior to the event, in writing, and must be approved by both Mayor and the CAO.

- 7.3.2. Meal per diem when the attended event provides the meal(s).
- 7.3.3. Rental or entrance fees for personal entertainment such as movies, concerts, recreation centers, galleries, or theatres.
- 7.3.4. Fines or violations.
- 7.3.5. Personal items including clothing and toiletries.
- 7.3.6. Spouse or guest expenses.
- 7.3.7. Political contributions.
- 7.3.8. Charitable contributions

#### **7.4. Travel Considerations**

- 7.4.1. Where possible and practical, claimants shall share transportation methods to reduce costs. When driving, claimants are required to consider using City-owned vehicles before using their vehicles.
- 7.4.2. The most economical means (i.e., economy or coach) of vehicle, air, bus, or train transport shall be approved, considering the net cost to the City. Whenever possible, claimants should book with agencies or travel options that offer refunds in the case of trip cancellation.
- 7.4.3. When determining the most economical means of transportation, the approver shall consider the cost, the purpose of the travel, travel time required, the timing of travel options, and other factors relevant to the individual situation.
- 7.4.4. A claimant who needs to use a personal vehicle for business use shall be reimbursed for the actual distance travelled from the claimant's workplace or principal residence, whichever is a shorter distance to their destination.
- 7.4.5. When travelling on City-related business, a claimant may claim either the meal's actual cost or the per diem rates listed in 7.4.5. The meal's actual cost is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed 15% of the meal cost. For added clarity - there may be circumstances when the per diem amount is insufficient to cover a reasonable meal cost. In these cases, both the itemized receipt and the credit or debit receipt showing the full amount paid must be submitted for reimbursement.

7.4.6. When a claimant is travelling on City-related business, the claimant may be reimbursed rates:

Breakfast - \$13.00

Lunch - \$16.00

Dinner - \$28.00

Mileage - \$0.59/KM

## 8. END OF POLICY

Original Signed

\_\_\_\_\_  
Signature of Mayor

Original Signed

\_\_\_\_\_  
Signature of CAO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## POLICY RECORD

### Approval and Amendment History

| Date of Council Meeting | Council Motion Number | Description            |
|-------------------------|-----------------------|------------------------|
| December 7, 2020        | 20-421                | Approval of new policy |
|                         |                       |                        |
|                         |                       |                        |

### Review History

| Date of Policy Owner's Review | Description/Action Taken or Required |
|-------------------------------|--------------------------------------|
|                               |                                      |