



THE CORPORATION OF THE CITY OF VERNON

3400 – 30th Street, Vernon, B.C. V1T 5E6

Telephone: (250) 545-1361 Fax: (250) 545-4048

website: www.vernon.ca

Corporate Policy


Section:	Financial Services	
Sub-Section:		
Title:	Travel and Expense Policy – Mayor, Council, Boards and Committees	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVED BY:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: "Barry Beardsell" Acting Mayor Date: September 26, 2005	Amendment Approved by: "Wayne Lippert" Mayor Date: January 14, 2008	1. Section 2.2 – Courtesy Accommodation increased to \$30.00 per diem and the addition of a \$20.00 incidental per diem for Council Members. 2. Section 2.1 (b) Council members will receive \$0.51 per kilometer when attending meetings on behalf of Council. 3. Amend Section 3.6 reporting – "attendees must provide Council with an oral or written report".

		4. Clarify Approval
	Approved by: "Wayne Lippert" Mayor Date: November 14, 2011	Numerous revisions *see K. Bertles report dated November 8, 2011 RMS#0110-40
	Approved by: "Victor Cumming" Mayor Date: February 25, 2019	1. Attendance Requirement or Costs Absorbed by Member 2. Policy Name Changed from Council – Travel and Expense Policy to Travel and Expense Policy – Mayor, Council, Boards and Committees
	Approved by: "Victor Cumming" Mayor  Date: September 7, 2021	1. Department name amended 2. Air Transportation (2.1 a) added 'be' after Claims should.. 3. Automobile Transportation (2.1 b) replaced \$0.52 per km with for the first 5,000 km 4. Per Diem Allowances (2.4) amended with more clarity and details

POLICY

Training, professional development and networking opportunities for Council members, commission and committee members and the Administrator, are recognized as important opportunities for the City. Expenditures for such events will be reimbursed in accordance with this policy providing funds have been budgeted in the annual operating budget and/or subject to pre-event authorizations as set out in this policy.

PROCEDURES

1. AUTHORIZATION TO TRAVEL

The following travel will require the following pre-approvals, with expenditures required to be within budgeted funds.

	CONVENTIONS/SEMINARS, EXPENSES AND TRAVEL	OUT OF PROVINCE AND OUT OF CANADA TRAVEL COSTS
Mayor and Council	Council Resolution or Approval of the Mayor, for early registration, with Council ratification	Council Resolution
Board, Commission and Committee Members	Committee Resolution and Council Resolution	Committee Resolution and Council Resolution

In the case of the Mayor, Council, board, commission and committee members, requests are to be submitted in writing outlining the nature of the event, projected expenditures, event location, and date details.

Travel within B.C. to attend meetings for City business does not require prior approval, *provided they are within the budget.*

2. ALLOWABLE COSTS

2.1 Transportation Costs

(a) Air Transportation

All air transportation should be arranged through Administration and carriers operating from the Vernon Airport to be given first consideration if the transportation is at a comparable cost. Transportation should be arranged using the most direct route, at the lowest available economy class fare. Claims should be supported by original ticket stubs or confirmation notices for internet bookings.

Wherever possible, advance bookings should be made to take advantage of lower fares. In those cases where the lower fare requires the individual to extend the trip, the City will pay the additional costs, provided that there are overall cost savings.

Associated travels which may be claimed include:

- (i) ground transportation
- (ii) necessary excess baggage charges;
- (iii) other necessary travel related costs.

(b) Automobile Transportation

Where an individual chooses to travel by automobile, reimbursement will be the lesser of the travel claim (including associated costs) based on the prevailing mileage rate and the total transportation costs that would have been payable if the individual had traveled by air.

Associated costs of automobile travel such as parking fees, bridge, ferry, or highway tolls, and en-route accommodation are also claimable, if supported by original receipts.

Council Members will receive a per kilometer rate for attendance at meetings on behalf of Council. The rate paid will be the CRA automobile allowance rate for the first 5,000 km.

2.2 Accommodation Costs

Accommodation will be reimbursed based on reasonable accommodation for the particular event attended. Accommodation claims shall be supported by the original copy of the hotel bill.

Where accommodation is arranged or accepted at a relative or friend's residence, a nightly rate of \$30.00 will be paid to cover a house gift or other expression of appreciation.

2.3 Registration Fees

The City will pay the applicable registration fees for attendance at approved events.

2.4 Per Diem Allowances

The City will pay for meals/incidentals on a per diem basis, as per UBCM standards, as follows:

Breakfast	\$15.00
Lunch	\$15.00

Supper	\$30.00
Other incidental expenses	\$20.00

Breakfast – leave before 6:00 am, return after 10:00 am

Lunch – leave before 10:00 am, return after 2:00 pm

Dinner – leave before 2:00 pm, return after 6:00 pm

Incidental expenses – absent at least 24 consecutive hours or more

Incidental expenses typically include such items as: metered parking where no receipt is available, small personal expenses, tips on meals or other snack foods and beverages (except alcohol).

3. GENERAL POLICIES

3.1 Spousal or Partner Travel

Costs of spousal travel, including transportation, accommodation, registration and meals, are an expense of the individual, and not the City, unless approved by Council.

3.2 Mayor's Discretionary Expenses

The annual budget provides for expenditures for the hosting of individuals and/or organizations for City purposes. Any expenditure from this budget category must be approved by Council before the Mayor can be reimbursed.

3.3 Rental Cars

In circumstances where a rental car is necessary or warranted, the type of car booked shall be a reasonable size car dependent upon the specific circumstances.

Applicable additional car rental costs, such as insurance and gasoline, will be reimbursed. All claims must be accompanied by original receipts. Collision insurance must be purchased for the rental vehicle. Liability insurance is not required as the City carries a \$10 million liability policy for these rentals.

3.4 Travel Insurance

The City will pay the cost of trip cancellation insurance and baggage loss insurance, where the insurance is booked at the time air travel tickets are acquired.

3.5 Extension for Personal Travel

Where an individual combines a business trip with personal travel, the City will not reimburse any part of the personal travel expenses. The cost born by the City shall be that which would have been incurred if the individual had traveled on business only.

3.6 Reporting

Costs are to be submitted on the Travel Expense Report available from the Finance Division. The information must include the nature of the event, the date and any attendees on whose behalf these expenses were incurred. If the costs relate to a group, then the name of the group and the number in the group must be stated (i.e. a delegation from a Sister City).

For the Mayor, Councillors and Committee members, payment of the reimbursement claims will require authorization by the Manager Finance and the Administrator.

3.7 City Credit Cards

City credit cards cannot be used for any travel expenses. ***No member of Council, including the Mayor, will be provided with a City Credit Card.*** Travel expense advances can be obtained from the Finance Division. Costs are to be reported as per item 3.5 with any unused advance being refunded to the City.

3.8 Non-Attendance, Once Registered

Should Administration register a **member** for a conference, training, or professional development event and the **member** does not subsequently attend (excepting in **emergent** situations, at the discretion of the Mayor) the **member** shall reimburse the City of Vernon for all related non-recoverable costs.

Members who self-register for a conference, training, or professional development event and who subsequently do not attend (except in **emergent** situations, at the discretion of the Mayor) shall not be entitled to reimbursement for expenses incurred.