



## The Corporation of the Town of Tecumseh

### Policy Manual

<b>Policy Number:</b>	<b>14</b>
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<b>Supersedes:</b>	Policy 14/11
<b>Approval:</b>	Click or tap here to enter text.
<b>Subject:</b>	<b>Travel Policy – Municipal Employees and Members of Local Boards</b>

#### Table of Contents

1. Purpose.....	2
2. Policy Statement .....	2
3. Scope .....	2
4. Definitions .....	3
5. General Remuneration Provisions .....	5
6. Expense Review Officer (ERO).....	6
7. Registration Fees .....	6
8. Travel Allowances .....	6
9. Accommodations.....	7
10. Transportation .....	8
11. Mileage .....	10
12. Parking .....	11
13. Virtual Events .....	11

14. Travel Advance .....	11
15. Receipts .....	12

## **1. Purpose**

The purpose of the Travel Policy is to define compensation and eligible expenses related to travel, meetings, and conferences for:

- employees of the Town of Tecumseh and
- members of a local board.

The Town of Tecumseh promotes fiscal responsibility and will provide allowable expenses in the most economical manner and practical way possible.

## **2. Policy Statement**

Section 283 of the Municipal Act states that a municipality may pay any part of the remuneration and expenses of the members of a local board of the municipality and of the officers and employees of a local board.

## **3. Scope**

This policy applies to all employees of the Town of Tecumseh and members of a local board, hereinafter referred to as Traveler. The expenditure of any funds for any of the expenses covered by this Policy is limited to those amounts allocated by the annual operating budget. Any exceptions to the policy must be submitted to the Department Head or CAO for approval.

## 4. Definitions

- 4.1 **Accommodation** – commercial lodging facilities such as hotels, motels, corporate residences, or apartments.
- 4.2 **Eligible Expenses** – the following includes eligible expenses related to attendance at an Event, which may be paid for by the Town:
- a. Registration Fees
  - b. Travel Allowances
    - i. Per Diem
  - c. Accommodations
  - d. Transportation
    - i. Personal Vehicle
    - ii. Rental Vehicles
    - iii. Highway Tolls
    - iv. Public Transportation
    - v. Rail
    - vi. Air
  - e. Mileage for Personal Vehicle
  - f. Parking
- 4.3 **Event** – includes meetings, seminars, conferences, conventions, and educational courses, designed to educate attendees on matters of municipal interest and that are authorized through annual department budgets and/or approved by the Expense Review Officer (ERO) in advance of the Event.
- 4.4 **Expense Reports** – shall include both manual and electronic forms (e.g. Travel Expense Account form)
- 4.5 **Expense Review Officer (ERO)** – shall mean the person responsible for administering this policy, having budgetary control over the general ledger account to be expensed, and having authority over the travel budget of the individual incurring the expenditures (as defined in Section 6).

- 4.6 **Full Day** – a length of time of travel and/or Event in excess of three and a half (3.5) hours on a given day.
- 4.7 **Half Day** – a length of time of travel and/or Event equal to or less than three and a half (3.5) hours on a given day.
- 4.8 **Ineligible Expenses** - includes late registration fees/penalties, alcohol, cannabis, costs reimbursed by another organization or source (e.g. meals included as part of the registration fee), parking tickets, traffic fines, spouse or partner expenses, and Personal Expenses.
- 4.9 **Local Board** – as defined in Section 1 of the Municipal Act, means a municipal service board, transportation commission, public library board, board of health, police service board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority; (“conseil local”)
- 4.10 **Per Diem** – an allowance to cover out-of-pocket expenses exclusive of accommodation or transportation. This allowance is intended to include meals, taxes, and gratuities related to travel.
- 4.11 **Personal Expenses** - includes long-distance phone calls that are non-work related, Accommodation services such as valet parking, laundering services, bath robes, spa services, mini-bar items, pay-per-view television, room service, dry cleaning, wi-fi connection fees (if not required to conduct official Town business or to complete assignments while in attendance at the Event), etc.
- 4.12 **Public Transportation** – refers to any system of transportation that is available for use by the public, typically provided by governmental or private organizations, and includes modes such as buses, subways, trams, ferries, taxis, ride-sharing services (such as Uber, Lyft, etc.), and similar services operating on scheduled routes or available for fare-paying passengers.
- 4.13 **Receipt** – original document showing the name of the vendor, as well as the date, amount, and description of the expenditures paid.
- 4.14 **Traveler** - refers to an employee of the Corporation of the Town of Tecumseh or a member of a local board.
- 4.15 **Town** – shall be used in this policy to mean The Corporation of the Town of Tecumseh.

4.16 **Town Vehicle** - any vehicle owned and maintained by the Corporation.

## 5. General Remuneration Provisions

- 5.1 The annual Conference and Training limits shall be established and approved during the Town's budget deliberations.
- 5.2 The Town promotes fiscal responsibility and will provide allowable expenses in the most economical and practical manner. This document provides for various means of travel. Reimbursement will be provided for the least expensive option. Any upgrades will be the responsibility of the individual.
- 5.3 When more than one Traveler is attending the same event, all attendees, where practical/possible, are encouraged to:
  - a. Coordinate travel arrangements,
  - b. Take advantage of group rates, and
  - c. Individually submit a separate expense report for reimbursement.
- 5.4 When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses will not be reimbursed for a spouse and/or other guests.
- 5.5 Travelers should ensure that they have adequate insurance for the travel contemplated. This cost is at the expense of the traveler.
- 5.6 Where travel is delayed or canceled due to circumstances beyond the Traveler's control, an effort must be made to notify the ERO immediately. The Traveler should attempt to secure complimentary lodging and/or meals where available. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.
- 5.7 Where travel is delayed or canceled due to personal circumstances, the Traveler should immediately attempt to get reimbursement from the vendor. If the Traveler is unable to obtain a refund, the Traveler will be required to reimburse the Town for these costs.
- 5.8 Expense reports must be submitted within sixty (60) days from the end of the Event from which the business expense was incurred.
- 5.9 The Town will not reimburse for any lost or damaged personal items.

## 6. Expense Review Officer (ERO)

- 6.1 The following are designated “Expense Review Officers” for the jurisdictions referred to and shall be responsible for administering this policy within their particular areas of jurisdiction, addressing any justifiable exceptions; and for auditing and processing all expense reports in accordance with this policy, while maintaining the right to request additional explanations, documentation or justification of any or all of the expense reports:

Jurisdiction	ERO
Employees of the Town of Tecumseh	Department head, CAO or designate
Members of local boards	Department Head, CAO or designate

## 7. Registration Fees

- 7.1 When possible, registration fees for attendance at an Event should be paid for directly by the Town.
- 7.2 If paid personally, registration fees for attendance at an Event will be reimbursed in full by the Town upon submission of an invoice from the appropriate organization and an official receipt indicating payment.
- 7.3 Registrations should be completed promptly to take advantage of early registration discounts and to avoid late penalties, whenever possible.

## 8. Travel Allowances

- 8.1 Per Diem Allowance
- When attending an Event, a Traveler may claim a per diem allowance, as set out in Appendix A
  - The per diem rate will be paid in Canadian funds. A Traveler who receives a per diem allowance may not claim additional Personal Expenses. To simplify reporting, receipts are not required for per diem expenses.

- c. A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.
- d. The per diem allowance is intended to cover the following normal daily expenses:
  - i. meals and snacks
  - ii. gratuities
  - iii. non-alcoholic beverages
- e. The per diem rate (as established in Appendix A) will be applied to a twenty-four-(24) hour travel period.
- f. At the discretion of the ERO, a partial per diem may be paid to cover costs associated with a partial travel day. Proration will be based on actual departure/arrival times as outlined in Appendix A.
- g. Where meals have been provided, the per diem rate will be reduced by the amount reflected in Appendix A.

## **9. Accommodations**

- 9.1 Accommodations shall only be reserved when the Event is geographically greater than an hour and a half (1.5) hours driving distance from the Town of Tecumseh.
- 9.2 Accommodation shall be in the form of a standard, single occupancy booking.
- 9.3 Overnight accommodations will be allowed at a rate in accordance with the room rates charged for the function, or at the hotel's preferred/special rates (e.g. corporate/government rate), whichever is less.
- 9.4 For accommodation requests that are above and beyond the preferred/special rate offerings, the difference in cost will be borne by the Traveler.
- 9.5 Travelers will not be reimbursed for personal purchases.
- 9.6 Costs incurred as a result of an extended stay will be borne by the Traveler.

- 9.7 Any room charges related to meals will not be reimbursed and will instead be paid from the per diem allowance (in Appendix A).
- 9.8 Unless otherwise provided for in this Policy, the Traveler shall be responsible for any additional expenses incurred because of the attendance of the Traveler's spouse and/or guest(s).

## **10. Transportation**

- 10.1 A Traveler may choose their method of transportation on the understanding that the most direct route, the most economical and most practical method must be used. The loss of productive time must be minimized.
- 10.2 Personal Vehicles
  - a. Private vehicles may be used by a Traveler for out-of-town transportation when it is the most economical and practical method of travel. A mileage claim will be paid at the rate per kilometer traveled, as discussed in Section 11.
  - b. Costs associated with maintenance, fuel, vehicular breakdown, or damage incurred while using a personal vehicle for travel to and from Events sessions are covered in the mileage rate and will not be reimbursed.
  - c. Expenses relating to personal vehicles such as insurance premiums (standard or extra), accident deductibles, or tickets will not be reimbursed.
  - d. For personal vehicles used for travel to and from Events, Travelers are responsible for insuring their automobiles at their sole expense for not less than \$1,000,000.00 against third-party liability for bodily injury and property damage.
  - e. Loss or damage to a personal vehicle while parked shall not be the responsibility of the Town.
  - f. When one or more Travelers are traveling in the same vehicle, only the owner of said vehicle is entitled to reimbursement of the mileage expenses.

### **10.3 Rental Vehicles**



- a. Rental vehicles may be used for travel beyond the limits of the County of Essex and where it is demonstrated that this method of transportation is more economical and practical than the use of taxis.
- b. A reputable rental company, such as a national chain as opposed to a local operation, shall be used to ensure adequate insurance coverage is secured.
- c. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.
- d. The rental contract must be registered under the name of the Traveler.
- e. Receipts shall be retained and submitted.
- f. Damage to a Rental Vehicle as a result of an accident or other unfortunate circumstance is to be reported to Director Legislative Services or delegate as soon as reasonably possible following the accident/incident.

#### 10.4 Tolls

- a. Travelers shall be reimbursed for expenses related to international bridge and tunnel access, as well as Ontario highway tolls.
- b. Receipts shall be retained and submitted.

#### 10.5 Public Transportation

- a. Public transportation can be used for travel when the use of a personal or rental vehicle is not available or feasible.
- b. Receipts shall be retained and submitted.

#### 10.6 Rail

- a. Travel by rail shall be in Economy class only. A Traveler may be reimbursed for rail transportation if:
  - i. cost of rail travel is less than other modes of transportation, or
  - ii. length of travel by vehicle is more than five (5) hours.

- b. If rail transportation extends over a normal meal period (breakfast, lunch or dinner) and a meal is provided with a transportation ticket, the per diem will be reduced by the amounts noted in Appendix A.

#### 10.7 Air

- a. Travel by air shall be in Economy class only. A Traveler may be reimbursed for air transportation if:
  - i. cost of air travel is less than other modes of transportation, or
  - ii. length of travel by vehicle is more than five (5) hours.
- b. Business class may be authorized by the ERO if:
  - i. less expensive seats are not available, or
  - ii. the departure times for Economy class are not acceptable, or
  - iii. the individual is traveling on a continuous flight in excess of five (5) hours.
- c. If air transportation extends over a normal meal period (breakfast, lunch, or dinner) and a meal is provided with a transportation ticket, the per diem will be reduced by the amounts noted in Appendix A.
- d. Travel arrangements shall be booked as soon as reasonably possible to take advantage of any advanced-purchase discounts offered by the carrier.

## 11. Mileage

- 11.1 Mileage for travel with use of personal vehicle shall be reimbursed.
- 11.2 Mileage reimbursement will be paid at the rate per kilometer traveled as established annually by the Canada Revenue Agency, Automobile Deduction Limits, as the rate allowable as a tax-exempt allowance.

- 11.3 If other modes of transportation are available (such as rental car, air or rail) a mileage claim for the use of a personal vehicle may not exceed the equivalent of the other means of transportation.

## **12. Parking**

- 12.1 The actual cost of parking incurred for an Event shall be paid by the Town upon submission of receipts.

## **13. Virtual Events**

- 13.1 A Per Diem may not be claimed for time spent attending a virtual event.

## **14. Travel Advance**

- 14.1 When possible, costs such as registration, transportation, and accommodation shall be paid directly by the Town.
- 14.2 A travel advance may be approved by ERO under exceptional circumstances.
- 14.3 Travel advance requests must be made to the ERO at least one week prior to departure.
- 14.4 Expenditures such as per diems (as outlined in Appendix A) and estimates for other anticipated expenses related to registrations, transportation, accommodations, and incidental costs may be included in the travel advance amount.
- 14.5 The amount advanced will be calculated based on the estimated expenses associated with an Event.
- 14.6 No advance will be provided for amounts less than \$500.00.
- 14.7 Per Diem amounts will be advanced in Canadian Funds only.
- 14.8 Travel advances must be reconciled. For amounts owed back to the Town, payment (reimbursement) must be made within sixty (60) days from the date of return from travel.
- 14.9 Any Traveler that has an outstanding travel claim that is not submitted to Finance within sixty (60) days of the date of return from travel will not be

allowed any further advances for travel until the outstanding advance has been settled.

## **15. Receipts**

15.1 A Traveler must submit original, itemized, and dated receipts to substantiate each expense claimed for reimbursement on the travel claim. The original receipt (and additional documentation if necessary) must identify the following:

- a. the goods &/or services purchased,
- b. the date and name of the supplier or service provider,
- c. the cost of the purchases (including taxes), and
- d. the method of payment (debit or credit card, cash or cheque).

15.2 Minor Items with no Receipt

- a. Minor expenses that are impossible or difficult to obtain a receipt for may be approved at the discretion of the ERO, in consultation with Finance. These minor items need to be itemized on the travel claim. Examples of such items include subway fare, other forms of public transit, and miscellaneous gratuities.

15.3 Missing Receipts

- a. When a travel expense receipt is lost and a duplicate cannot be obtained, the Traveler must complete and submit the "Missing Receipt Declaration" in Appendix B and proof of payment with the Travel Expense Account form.

## **Appendix A**

### **Rates of Remuneration and Stipends**

<b>Per Diem – Proration of Daily Meal Allowance</b>	
Breakfast	\$20.00 If required to depart before 6:00 a.m.
Lunch	\$30.00 If required to depart before 12:00 noon.
Dinner	\$50.00 If required to return home after 6:00 p.m.
Total	\$100.00 (maximum)
<b>Mileage</b>	
Mileage	In accordance with the rates as set out by the Canada Revenue Agency from time to time.

## **Appendix B**

### **Reimbursable Expense for Which the Original Receipt was Lost**

When a receipt is lost or otherwise unavailable, and all measures to obtain another have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the Traveler and the ERO and submitted with the employee's reimbursement request.

Missing Receipt Declaration

Name

Date of Expenditure

Amount

Business Purpose \_\_\_\_\_

I certify that the above-mentioned receipt is missing. The original receipt is lost, and I am unable to obtain a duplicate receipt from the provider of the goods or services for which payment was made.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I also understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the expense was incurred in connection with the business purposes stated above.

I certify the amount shown is the amount I paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source.

Traveler      Name


Signature \_\_\_\_\_ Date: \_\_\_\_\_

ERO      Name

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C

### Travel Expense Account Form

		<b>Town of Tecumseh - Travel Expense Account</b> Travel Policy No. 14/11 and 127		
<b>Date:</b> _____				
<b>Name:</b> _____				
<b>Position:</b> <input type="checkbox"/> Mayor <input type="checkbox"/> Deputy Mayor <input type="checkbox"/> Committee Member <input type="checkbox"/> Councillor <input type="checkbox"/> Employee				
<b>Date of Event:</b> _____				
<b>Type of Event:</b> _____ <small>(conference/workshop/training)</small>				
<b>Location:</b> _____				
<b>Details:</b> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>				
<b>Breakdown of Expenses:</b>				
		<b>TOTAL COST</b>	<b>HST</b>	<b>NET OF HST</b>
Hotel Room	# Nights @ _____ Night (incl. all taxes)	\$ -		\$ -
Per Diem				
Breakfast	# Days @ \$ 20.00 Cdn	\$ -	\$ -	\$ -
Lunch	# Days @ \$ 30.00 Cdn	\$ -	\$ -	\$ -
Dinner	# Days @ \$ 50.00 Cdn	\$ -	\$ -	\$ -
Parking, Taxis & Buses			\$ -	\$ -
Registration Prepaid? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No', please enter amounts here >>				\$ -
Other (Describe) _____				\$ -
Transportation: Auto Allowance Only				
\$ 0.70 x _____	km (for the first 5,000 km)	\$ -	\$ -	\$ -
\$ 0.64 x _____	km (for each km after 5,000)	\$ -	\$ -	\$ -
<b>Total Expenses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Signature of Delegate _____		Approval Signature _____		
<b>CHARGE TO:</b>				
ACCOUNT	AMOUNT			
	\$ -			
HST	\$ -			
<b>Total</b>	<b>\$ -</b>			
<b>Funds Available in Department Budget:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>NOTE:</b> Actual hotel receipt must be submitted for HST and audit purposes.				
Revised May 2024				

Updated January 8, 2024