



The Corporation of the Town of Tecumseh

Policy Manual

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Subject:	Travel Policy – Municipal Employees

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1. Purpose

This policy establishes a framework for compensation and reimbursement of travel-related expenses incurred while conducting official Town business by:

- employees of the Town of Tecumseh.

The Town of Tecumseh is committed to fiscal responsibility and ensures that allowable travel expenses are provided in the most economical and practical manner.

2. Scope

This policy applies to all employees of the Town of Tecumseh, hereinafter referred to as Traveler. Reimbursement claims for expenditures covered by this Policy are limited to those amounts allocated by the annual operating budget.

3. Definitions

- 3.1 **Accommodation** – commercial lodging facilities such as hotels, motels, corporate residences, or apartments.
- 3.2 **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
- 3.3 **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.
- 3.4 **Expense Reports** – shall include both manual and electronic forms (e.g. Travel Expense Account form)
- 3.5 **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 7).

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- 3.6 **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.
 - 3.7 **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.
 - 3.8 **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.
 - 3.9 **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.
 - 3.10 **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.
 - 3.11 **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.
 - 3.12 **Receipt** – original document showing the name of the vendor, as well as the date, amount, and description of the expenditures paid.
 - 3.13 **Traveler** - refers to an employee of The Corporation of the Town of Tecumseh.
 - 3.14 **Town** – shall be used in this policy to mean The Corporation of the Town of Tecumseh.
 - 3.15 **Town Vehicle** - any vehicle owned and maintained by the Corporation.

4. General Principles

4.1 Accountability and Transparency:

- a. Travelers are accountable to the public and are responsible for ensuring that their expenses clearly and directly relate to the business of the Town of Tecumseh. The Town shall only compensate expenses incurred by a Traveler for Town business.
- b. The Town shall reimburse Travelers for the actual cost of attending an Event as supported by receipts. See Section 16 for exceptions.
- c. Since Travelers use public funds when they perform their duties, the public expects public funds to be used prudently.

4.2 Reasonableness and Necessity

- a. Travel-related expenses should be incurred for the purpose of fulfilling Travelers' duties and responsibilities effectively.
- b. Travelers' expenses must be reasonable and reflect what the public expects of a representative of the Town.
- c. Accommodations for Travelers with personal restrictions or limitations must be considered when planning travel arrangements

4.3 Alignment with Approved Budget

- a. Travel expenditures must remain within the department's annual approved budget, ensuring responsible financial management of Town resources.

5. Travel Pre-Approval

5.1 By December 31, each Traveler must submit a list of proposed Events to their ERO for use in planning and allocating the annual travel budget for the upcoming year.

5.2 This submitted list must include the following details:

- a. Event name
- b. Event dates

- c. Travel dates
 - d. Proposed method of travel
 - e. Estimated costs
- 5.3 Changes or cancellations to the travel plans must be reported to and authorized by their ERO.

6. General Remuneration Provisions

- 6.1 The annual Conference and Training budget for departments shall be established and approved during the Town's budget deliberations.
- 6.2 The Town is committed to fiscal responsibility and will cover allowable expenses in the most economical and practical manner. This document provides for various means of travel. Any unapproved travel upgrades will be the individual's responsibility.
- 6.3 When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses for spouses or other guests are not eligible for reimbursement.
- 6.4 When booking travel arrangements, Travelers are advised to select flexible or refundable options to ensure adaptability in the event of unforeseen changes. This approach helps protect both the Traveler and the Town from potential financial losses.
- 6.5 Prior to traveling, Travelers must work with their ERO to establish contingency plans in case unexpected circumstances arise. These arrangements ensure seamless communication and efficient resolution of travel disruptions.
- 6.6 Where the Traveler cancels pre-arranged travel, they must immediately attempt to secure a refund from the vendor or transfer the plans to another employee with the approval of their ERO. If unsuccessful, the Traveler will be responsible for reimbursing the Town for any non-refundable costs.
- 6.7 Travelers must submit individual expense reports within sixty (60) days from the end of the Event from which the business expense was incurred.
- 6.8 The Town will not reimburse for any lost or damaged personal items.

7. Expense Review Officer (ERO)

- 7.1 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

6.2 Decisions made by the ERO are final.

8. Registration Fees

- 8.1 Whenever feasible, registration fees for attendance at an Event should be paid for directly by the Town.
- 8.2 If registration fees are paid personally by a Traveler, reimbursement will be provided by the Town upon submission of an invoice from the appropriate organization confirming payment.
- 8.3 Event registrations should be completed promptly to take advantage of early registration discounts and to avoid late penalties, whenever possible.

9. Travel Allowances

- 9.1 Per Diem Allowance
- a. When attending an Event, a Traveler may claim a per diem allowance, as set out in Appendix A
 - b. 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. A prorated per diem may be paid for a partial travel day. This will be based on actual departure/arrival times as outlined in Appendix A.
- g. Where meals have been provided during travel or at an Event, the per diem amount claimed must be reduced by the corresponding amount specified in Appendix A.

10. Accommodations

- 10.1 Accommodations shall only be reserved when the Event is located more than an hour and a half (1.5) hours driving distance from the Town of Tecumseh.
- 10.2 Accommodations shall be in the form of a standard, single occupancy room.
- 10.3 Overnight accommodations will be reimbursed at the room rates charged for the Event, or at the hotel's preferred/special rates (e.g. corporate/government rate), whichever is less.
- 10.4 For accommodation requests that are above and beyond the preferred/special rate offerings, the difference in cost will be borne by the Traveler.
- 10.5 Travelers will not be reimbursed for personal purchases.
- 10.6 Costs resulting from an extended stay will not be reimbursed.
- 10.7 Room charges related to meals will not be reimbursed and should be covered by the per diem allowance (as outlined in Appendix A).

- 10.8 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).

11. Transportation

- 11.1 A Traveler may choose their method of transportation, provided it is the most direct, economical and practical option that also minimizes the loss of productive time. Acceptable modes of transportation include:
- a. Public transportation
 - b. Personal vehicle
 - c. Rental vehicle
 - d. Rail
 - e. Air
- 11.2 Alternative transportation methods may be used if personal restrictions or limitations require accommodation.
- 11.3 Travel arrangements shall be booked as early as possible to take advantage of any advanced-purchase discounts offered by the carrier
- 11.4 If rail or air transportation extends over a normal meal period (breakfast, lunch or dinner) and a meal is provided with a transportation ticket, the per diem claimed is to be reduced by the amounts noted in Appendix A.
- 11.5 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 12.
 - 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 more than one Traveler is attending the same event, they are encouraged to travel together in the same vehicle. 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.

11.6 Rental Vehicles

- a. Rental vehicles may be used where it is demonstrated that this method of transportation is more economical and practical than the use of other available modes of transportation.
- 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.

11.7 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.

11.8 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.

12. Mileage

- 12.1 Mileage for travel with use of personal vehicle shall be reimbursed.
- 12.2 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.
- 12.3 Mileage reimbursement will be calculated based on the most direct route as determined by a standard, internet-based mapping service.

13. Parking

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

14. Virtual Events

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

15. Travel Advance

- 15.1 When possible, costs such as registration, transportation, and accommodation shall be paid directly by the Town.
- 15.2 A travel advance may be approved by ERO under exceptional circumstances.
- 15.3 Travel advance requests must be made to the ERO at least one week prior to departure.
- 15.4 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.

- 15.5 The amount advanced will be calculated based on the estimated expenses associated with an Event.
- 15.6 No advance will be provided for amounts less than \$500.00.
- 15.7 Per Diem amounts will be advanced in Canadian Funds only.
- 15.8 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.
- 15.9 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.

16. Receipts

- 16.1 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).
- 16.2 Receipts are not required for per diem claims.
- 16.3 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.
- 16.4 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.

17. Policy Review

- 17.1 This travel policy shall be comprehensively reviewed every five years with any substantive changes reported to Council for approval.
- 17.2 Authorization is granted to the Director Financial Services and Chief Administrative Officer to review and undertake minor housekeeping amendments to ensure the smooth administration of the policy.

Appendix A
Rates of Remuneration and Stipends

Per Diem – Proration of Daily Meal Allowance	
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)
Mileage	
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



Town of Tecumseh - Travel Expense Account
Travel Policy No. 14/11 and 127

Date: _____

Name: _____

Position: Mayor Deputy Mayor Committee Member
 Councillor Employee

Date of Event: _____

Type of Event: _____
(conference/workshop/training)

Location: _____

Details:

Breakdown of Expenses:					TOTAL COST	HST	NET OF HST
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)			\$ -	\$ -	\$ -
Total Expenses					\$ -	\$ -	\$ -

Signature of Delegate _____

Approval Signature _____

CHARGE TO:

ACCOUNT	AMOUNT
_____	\$ -
HST	\$ -
Total	\$ -

Funds Available in Department Budget: Yes No

NOTE: Actual hotel receipt must be submitted for HST and audit purposes.

Revised May 2024

