



TOWN OF HINTON

TRAVEL EXPENSE AND CORPORATE CREDIT CARD POLICY #070

Created By: Corporate Services
Approved By: Council/Town manager
Approved On: 2006 06 06;
2013 07 16 by council re schedule A;
2013 07 22 by Town manager.
Revised On: 2007 02 06; 2013 07 16

1. POLICY STATEMENT

The Town of Hinton will reimburse Town employees and Council members for reasonable and necessary expenditures incurred by individuals while representing the Town, engaging in official Town business, attending meetings, conferences, seminars and other training opportunities. Corporate credit cards may be issued to employees to facilitate transactions.

2. GOALS

The goal of this policy is to outline:

- Approval and expense process
- Process for claiming expenses
- Eligible and non-eligible expenses, including limits for eligible expenses.
- Issuance and use of corporate credit cards.

3. METHODS AND PROCEDURES

Approval and Expense Claims

- All Town staff travel expenses shall be budgeted, and are to be authorized, by the applicant's Supervisor or Director.
- Council member expenses shall be approved by the Director of Corporate Services or, when not available, the Town Manager
- The Town will pay all costs for registration for supervisor approved training course, seminar, conference etc. The Town will usually pay these costs directly. When the training course requires the employee to pass a concluding test, the Town will reimburse the training course registration upon the employee successfully passing the course.
- Whenever available, the Town owned vehicle is to be used for out of town travel. It is recognized that in reasonable, extenuating circumstances such as safety, an employee may be approved to take their own vehicle when town vehicles are available.
- The most direct and economical route and method of travel is to be used (considering both direct costs and staff time involved.) Where the employee chooses an alternate route

or method, expenses shall be reimbursed as though the most economical route and method were used.

- When Town employees and/or councilors are traveling to the same location for the same business, they will travel together in one vehicle unless circumstances justify otherwise.
- In Town travel with personal vehicle will be reimbursed only if it is required frequently of an employee and no reasonable access to Town vehicles is possible; the applicable Division director shall approve this in advance of claims.
- Where arrangements for private accommodations are made, the allowance may be claimed. The intent of the allowance is to show appreciation to the host for the private accommodation.
- To minimize potential of an impact on personal finances, an advance amount of up to 90% of anticipated expenses may be made. A request for advance shall be made at least two weeks before funds are required using Appendix "B".

Reimbursement of Expenses

- All expense claims shall be made within 10 days of the date of expenditure on claim form as shown in Appendix "C". All required receipts shall be attached to the claim form.
- Maximum amounts for reimbursable expenses are outlined in Appendix "A". These amounts may be amended over time by Council resolution.
- The Town Manager shall have the authority to approve situation-specific exceptions to the rates in this policy where it is determined that the expense is an appropriate "extraordinary expense". This includes situations/locations where the actual costs substantially exceed the amounts outlined in Appendix A. In these cases, actual receipts must be presented for reimbursement.
- Eligible expenses for which a receipt is required
 - Training course registration and books (with proof of passing course)
 - Accommodation (hotel)
 - Transportation (air, rental vehicle, taxi, bus, limo)
 - Fuel
 - Parking
 - Alcoholic beverages used for hosting by Mayor, Council, Town Manager or Division Directors. Each situation is to be decided based on the reasonable, professional judgment of the host. When unsure, check with your approving authority in advance.
- Eligible expenses for which a receipt is not required
 - Accommodation (private)
 - Kilometer rate (if private vehicle is used)
 - Meals
 - Incidental expenses.

- Non eligible expenses
 - Alcoholic beverages, except if specifically for hosting as outlined above.
 - Personal entertainment (e.g. In room movies; personal activities not associated with the conference or event)
 - Expenses for spouses
 - Meals that are included by conference, seminar, hotel or airline
 - Tickets, fines or penalties resulting from a violation of any Local, Provincial or Federal statute.

Compensation standards and related Travel time

(Note Collective agreement article 39 (3) and (4).

Town Employess

- Out of Town **mandatory** training and business meetings.
 - As much as reasonably possible, out of Town mandatory training and business meeting attendance, together with the related travel time, should occur during regular work hours. The Town will try to release employees from their regular duties so as to keep their travel time within their regular hours.
 - If the actual training, business meeting and travel time involved in any day exceeds the hours that the employee would have normally worked, then the employee will be compensated at straight time basic pay for all hours beyond his/her regular scheduled hours for that day or flex the hours if a salaried employee. (No banking of additional regular hours.) The Town will pay overtime only if weekly hours worked is exceeded as per AB. Employment standards. If the travel time occurs on a scheduled day off, all employees will be paid overtime for all actual hours spent on out of Town business or traveling. (Salaried staff may choose to flex hours worked.)
- Out of Town **non-mandatory** Training and Conference attendance:
 - As much as reasonably possible, out of Town non-mandatory training and conference attendance; together with the related travel should occur during regular work hours. The Town will try to release employees from their regular duties so as to keep their training/conference attendance and related travel time within their regular hours.
 - However, when this is not possible or the attendance or travel time exceeds the hours the employee would have normally worked or occurs on a scheduled day off, there is no wage/salary compensation for travel and training time. All expenses will be paid by the Town as per policy. For clarity purposes, Town staff training and related travel time that exceeds an employees regular hours worked per day or week is not deemed to be Town work time.

Credit Card Issuance and Use

- Corporate credit cards may be issued to employees if deemed necessary by the applicable Director or Town Manager. Requests for credit cards are to be submitted to the Director of Corporate Services.

- Under no circumstance will corporate credit cards be used for personal reasons or personal expenses.
- Cash advances on the credit card are not allowed except in emergency situations.
- All charges must be verified by receipt. The Director of Corporate Services must approve exceptions.
- Receipts are to be provided as outlined in Appendix “D” and remitted to the A/P clerk by the 27th or the Friday before the 27th of each month. Failure to provide receipts in a timely fashion can result in a warning, and then removal of the credit card. The final decision is with the Director of Corporate Services.
- Credit card limits are set according to the position occupied. Greater amounts may be approved when justified and approved by the Director of Corporate Services.
- Lost or stolen credit cards shall be reported promptly to the card issuing company and to the Director of Corporate Services.

4. RESPONSIBILITIES

- Directors and Town manager are responsible for:
 - Communicating the contents of this policy to affected staff.
 - Ensuring expenses are included in the budget
 - Authorization of attendance for seminars, conventions, training and educational courses; and the approval of related expenses of their direct reports.
- Supervisors/Managers are responsible for:
 - Ensuring expenses are included in the budget
 - Authorization of attendance for seminars, conventions, training and educational courses; and the approval of related expenses of their direct reports.
- Town Manager
 - Approves situation-specific exceptions to the rates in this policy where it is determined that the expense is an appropriate “extraordinary expense”.

The Director of Corporate Services is responsible for

- The regular review of amounts on Appendix “A” to ensure they reflect current market conditions, and developing recommendations for Town Council.
- Approving all councilor expense claims and related matters.
- Individual credit card holders are responsible for:
 - The security of their own card and for prompt reporting of a lost or stolen card.
- All employees and councilors are responsible for:
 - Becoming familiar with and adhering to this policy
 - Submitting accurate and timely expense claims, ensuring only reasonable and necessary expenses are claimed.
 - Using good judgment when incurring expenses.



APPENDIX 'A'

MAXIMUM ALLOWABLE EXPENSE LIMITS

MEALS	
Breakfast	\$11.00
Lunch	\$14.00
Dinner	\$25.00
ACCOMMODATION	
Hotel (as approved on Schedule 'B')	N/A*
Private Accommodation	\$25.00/night
TRANSPORTATION	
a) VEHICLE KILOMETER RATE (For privately owned vehicle)	
If Town owned vehicle not available (adjusted annually to the federal government rate as of January 1 of each year.)	\$.45/km
For own vehicle usage if Town owned vehicle available (unless reasonable extenuating circumstances ie. safety, then higher rate applies)	\$.25/km
b) RENTAL VEHICLE	
Smallest rental vehicle available that will accommodate all passengers and provide reasonable comfort	N/A*
c) AIRFARE/BUS etc.	
Economy Class	N/A*
INCIDENTAL EXPENSES RATE	
Claimable If away from Hinton for more than 24 consecutive hours.	\$5.00/24-hour period

* Will depend upon location, distance of travel, etc.



APPENDIX 'B'

AUTHORIZATION TO ATTEND SEMINARS, CONVENTIONS, EDUCATIONAL COURSES

APPLICANT _____

POSITION _____

DATE OF APPLICATION _____

FUNCTION TO BE ATTENDED _____

DATES OF FUNCTION _____

LOCATION _____

MANNER & COST OF TRAVEL	<input type="checkbox"/> TOWN VEHICLE	COST\$ _____
	<input type="checkbox"/> TOWN VEHICLE	COST\$ _____
	<input type="checkbox"/> OTHER _____	COST\$ _____

DAYS &/OR NIGHTS AWAY _____ DATES _____

COSTS

ACCOMMODATION \$ _____

MEALS # OF ___ B ___ L ___ S \$ _____

REGISTRATION \$ _____

OTHER \$ _____

TOTAL COST OF ATTENDANCE \$ _____

AMOUNT ALLOCATED IN BUDGET \$ _____

ACCOUNT /BUDGET# _____

REQUEST FOR ADVANCE: NO _____ YES _____

AMOUNT OF ADVANCE _____ (Maximum 90% of Total Cost)

SIGNATURE OF APPLICANT _____

APPROVAL BY (SUPERVISOR): _____



APPENDIX 'C' STATEMENT OF EXPENSES

EXPENSES INCURRED BY: _____

REIMBURSEMENT TO: ☐ EMPLOYEE

FOR THE PURPOSE OF ATTENDING: _____

AT: _____ ON (DATES) _____

DESCRIPTION OF EXPENSE		AMOUNT	GST
Hotel Accommodation (Attach receipts)	_____ days @ _____		
Meals	_____ Breakfast (max \$11/each) _____ Lunch (max \$14/each) _____ Dinner (max \$25/each)		
Mileage	_____ km @ \$0.58 _____ km @ \$.29		
Fuel (Attach receipts)			
Parking (Attach receipts)			
Incidental expenses	_____ full days @ \$5.00		
Other expense (Attach receipts)			
	TOTAL EXPENSES	\$	
	LESS ADVANCE	\$	
	TOTAL DUE	\$	

I CERTIFY THE ABOVE TO BE CORRECT

NAME: _____

CODE: _____

APPROVED: _____
(Supervisor)

(Date)



APPENDIX 'D'

Summary of Credit Card Transactions for _____

For the month of: _____

ACCOUNTING DISTRIBUTION								DESCRIPTION & REASON FOR PURCHASE	TOTAL	GST

VENDOR NO.	INVOICE NO.	DATE OF INVOICE	VOUCHER NO.	TOTAL

Cardholder Signature _____ Supervisor's Approval _____

Date Received (A/P) _____

ALL CREDIT CARD RECEIPTS MUST BE ATTACHED TO THIS FORM