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| **Corporate Policies and Procedures** | | | |
| **DEPARTMENT:** The Town of Deep River | | | **POLICY Number:**  43-2012 |
| **POLICY NAME:** Travel Policy | | | |
| **Issued:**  October 3, 2012  **Effective:**  October 17, 2012 | **REVISION DATE:**  Not Applicable | **APPLICABLE TO:**  Members of Council  **APPROVED BY:**  Council | **PAGE NUMBERS:**  1 of 2 |

**Purpose**

The Corporation of the Town of Deep River (the Municipality) is committed to ensuring that consistent, prudent treatment of members of Council and employees of the Municipality in the exercise of their duties for the Corporation by paying appropriate expenses as provided for within the Travel Policy.

**Policy**

The Corporation of the Town of Deep River will reimburse its employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly documented for approval and reimbursement by the Department Manager.

Any exceptions to the policy must be submitted to the Treasurer or in the case of senior staff member to the CAO/Clerk for approval.

**Transportation**

All company transportation will be conducted in the most economical manner possible. If one or more employees are travelling to the same destination, it is encouraged to travel together to realize cost savings.

Whenever possible, **tickets should be booked at least seven (7) days in advance** to benefit from any discounts offered by the carrier, or through the negotiations made by The Corporation of the Town of Deep River.

**Air Travel**

* Air Travel may be used for employees travelling in excess of 500km.
* Coach class be used as the standard in the interests of costs-savings.

**Surface Transportation**

Public Transportation

* The cost of public transportation, ie. Taxis, buses or subways, will be reimbursed contingent on production of receipt. Expenses related to personal travel will not be reimbursed.

Private Vehicles

* Employees may use their own vehicle for business travel purposes if it is deemed less expensive than the rental of a car, of if it offers a significant savings of time.\
* Standard mileage reimbursement is $0.53 per kilometer for the first 5000 kilometers per year and $0.47 per kilometer for all kilometers over 5000 per year. This takes into account all accrual expenses including fuel, oil, maintenance, insurance, depreciation, etc. Parking, tolls, and ferries required will be reimbursed.
* Commuting expenses are not reimbursable
* Any costs associated with the maintenance, fuel, vehicle breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate, and will not be reimbursed.
* Any traffic violations, including parking tickets, will not be reimbursed by the company.

Rental Cars

* Compact or economy models will be used in regards to cost-savings.
* Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have written approval prior to their reservation by the CAO/Clerk.
* Personal liability and physical damage insurance is required on all rented vehicles. When arranging for a rental vehicle, the insurance must be put in the name of the Corporation of the Town of Deep River in order to have the Municipal Insurance Policy cover the insurance.
* In the event of damage to a rental car, contact your supervisor immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than three days after damage has occurred. A police report is also required.
* Employees will fill the gas tank prior to the return of the rental car. The employee renting the vehicle may be required to personally reimburse the fuel surcharge fee if he/she fails to fill the vehicle gas tank prior to return.
* Any traffic violations, including parking tickets, will not be reimbursed by the Town.

Bus Travel

* Bus travel will only be used when travel by other means is not feasible, or when specifically requested by the employee.

**Travel Time**

Manager’s travel time may be accrued as time in lieu under the provisions of the Senior Staff Working Conditions By-Law.

**Meals**

* A per-diem rate of $55.00 for travel within Renfrew County, and a rate of $75.00 outside Renfrew County will be supplied to travelling employees to cover the costs associated with reasonably priced meals.
* Amounts eligible for reimbursement shall be:

Within Renfrew County Outside Renfrew County

Breakfast $10.00 $15.00

Lunch $15.00 $20.00

Supper $30.00 $40.00

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Total per day: $55.00 $75.00

* Employees are not required to produce receipts for these meals. If the meals are provided through the organization facilitating the workshop, seminar, meeting or conference, they may not be claimed as an expense unless a reasonable explanation is provided to the CAO/Clerk when making the Travel Claim report.

**Lodging**

* Reservations for accommodations should be made with mid-range hotels.
* In the interest of economy, minimum requirement reservations (i.e., single traveler – single occupancy) should be made.
* It is the employee’s responsibility to cancel reservations if unable to attend, as per hotel policy. Room costs incurred due to failure to cancel will be the responsibility of the employee. Employees should make note of the cancellation number.

**Expense Report**

* Employees are expected to submit an expense account report within one (1) week upon their return.
* Reimbursement will be awarded upon approval of the expense account report.
* Employees are obligated to retain and submit receipts for any business expense not covered by the per-diem.
* Entertainment costs will not be covered by the company.
* Public relations expenditures or expenditures of a special nature will be reimbursed if reasonable and incurred when acting in an official capacity or on the request of the Mayor or CAO/Clerk. (These expenses will be supported by receipts)
* Ticket receipts for airline fares must be submitted with the expense account report.
* All expenses documented must be associated with a valid business purpose, and fall within company guidelines.

**Approval**

* Authorization for municipal staff to travel shall be specific approval by the Department Manager.
* Authorization for a Manager/Senior Staff to travel shall be specific approval by the CAO/Clerk.
* Authorization for the CAO/Clerk to travel shall be through the budget process. Approval by Council resolution must be obtained to travel outside the approval budget.

*\*While travelling, employees are regarded as representatives of the company, and should conduct themselves as such.*