



City of Kelowna
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Council Policy

Travel Expenses – Officers and Employees

APPROVED March 8, 1988

RESOLUTION: R375/10/04/26

REPLACING: R1039/08/11/24; R081/06/01/23; R915/04/09/27; R159/04/02/16; R392/03/04/28; R892/99/11/01; R342/1999/04/26; I128/98/10/05; I112/1998/09/14; I64/1993/06/07; I55/1991/03/18; R322/1988/03/08

DATE OF LAST REVIEW: April 2010

THAT the following be adopted as the policy of the Municipal Council of the City of Kelowna regarding travel expenses of the officers and employees of the City of Kelowna:

1. PRIOR APPROVAL

As a general rule, all travel, entertainment and like expenses incurred by officers and employees must have prior approval. Such approval will involve budget provisions for the specific conference, seminar, education or training program, or alternatively, specific approvals given for the employee from his/her supervisor or department head, officers or Department Director (where applicable) and final approval on all subjects in all areas from the General Manager.

Education and/or training programs are subject to the Human Resources Department's administrative Training Policy, Conference and Convention Policy and Development Policy.

2. CONFERENCE, TRAINING PROGRAMS, COURSES, SEMINARS AND WORKSHOPS

The electronic form, Training Development, and Conferences Travel Approval Form must be completed and approved for attendance at training programs, courses, seminars and workshops. The form also includes a section to be completed if an advance is requested and a separate spreadsheet for the completion of the expense claim.

3. METHOD OF PAYMENT

All allowable travel expenses other than meals and per diem related costs may be paid for using the City of Kelowna procurement card. Air travel within the US and Canada may be purchased directly using your corporate procurement card. Flights outside of North America shall be booked through the City's travel agent. (see the Purchase of Airfare section for more information)

Once approved course fees and registration may be paid using the City of Kelowna procurement card. If registration costs exceed your established level of authority a one-time exception can be obtained, via email, from the Purchasing Manager.

4. BASIC ALLOWANCE

A per diem rate of \$70.00 may be claimed to cover all meals, gratuities, dry cleaning, personal telephone and other miscellaneous costs for trips involving more than one day away from Kelowna.

Where meals are provided for during out-of-town travel, the following will be deducted from the above per diems:

Breakfast \$10.00 per day Lunch \$15.00 per day Dinner \$20.00 per day

The per diem allowance for the day of departure and day of return will be calculated on a pro rata basis with one-half the per diem payable for any portion of the day prior to 12:00 noon and one-half the per diem payable for any portion of the day after 12:00 noon.

For trips of less than one full day and night duration, claim actual expenses only.

5. AIRFARE

Airfares may be purchased directly by the staff or their designate. When booking travel without the services of the authorized travel agent for travel within Canada and the U.S. employees should obtain quotes from more than one airline prior to purchasing. Employees should attempt to obtain the lowest possible economy fare limiting the duration of the travel and costs.

6. HOTEL ACCOMMODATION OR ALLOWANCE

Actual hotel room cost for single accommodation will be paid (every effort should be made to obtain accommodation at "government rate" or "special event" rate where applicable).

Where the approved travel requires overnight stay and the employee chooses to stay with friends or relatives, rather than hotel accommodations, then a \$50.00 per night hotel allowance is permitted. Where additional costs are incurred as a result of the alternate accommodation (ie. taxi, mileage) the incremental costs are deducted from the allowance.

7. TRANSPORTATION

Transportation will be reimbursed at actual economy air fare rates, or if a personal vehicle is authorized and used, the lesser of the actual economy fare or actual kilometres travelled at the current rate will be paid. Employees must use the best method of travel to reduce time away and minimize costs to the City.

When travelling by vehicle, the first priority is to use a City vehicle. The next option is to use a rental vehicle (the City self-insures so additional insurance is not required). The last priority is to use your personal vehicle. When the use of a personal vehicle is authorized, the tax exempt per kilometre allowance recommended by the Canada Revenue Agency will apply. The rate per kilometre includes all risk associated with property damage and loss of safe driving discount.

8. OTHER ALLOWABLE EXPENSES

- A. Airport Limousine costs, taxis (detail required)
- B. Business telephone calls (detail required)
- C. Extra meal costs, etc. (names of persons entertained and company name must be indicated)

9. ADVANCES

The City will provide a travel advance when requested and approved for employee. Advances are approved for a minimum of \$250.00 and for only out of pocket expenses. Travel advances must be submitted to Finance five (5) working days prior to the date required in order to guarantee availability. Unused funds must be returned to the cashier within 7 days of completion of a trip. No further advance will be made where there is already an outstanding invoice in the name of the individual.

10. CAR MILEAGE

For use of a personal vehicle for authorized travel purposes, the tax exempt per kilometre allowance recommended by the Canada Revenue Agency will apply.

11. CLAIMS

A travel/training expense claim form should be completed and submitted for reimbursement within seven (7) days following completion of a trip. A copy of all invoices paid by the City's procurement card for travel shall be retained with your Procurement Card log. Originals shall be forwarded with the expense claim. Expense claims must be completed even where there are no further funds owing to the employee. All costs, regardless of source of payment, must be recorded on the travel expense claim. An excel formatted claim form can be found attached to the electronic Application form. This shall be completed and printed out for approval.

12. ADMINISTRATION

For the purpose of administration of the Travel Expense Policy, the Director of Financial Services or his/her designate will be the approving authority.

REASON FOR POLICY

To ensure that officers and employees of the City of Kelowna are adequately reimbursed for expenses incurred while conducting business and behalf of the City of Kelowna.

LEGISLATIVE AUTHORITY

Council resolution.

PROCEDURE FOR IMPLEMENTATION

Travel Expense forms are submitted first to the employee's supervisor, then department director and finally to the Director of Financial Services for processing.