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| <i>The Town of Fort Frances</i> | SECTION HUMAN RESOURCES |
| <u>TRAVEL</u> <u>POLICY</u> | NEW: December 2003 REVISED: April 2004, December 2004, May 2006, May 2007, February 2008, January 2010, May 2010, July 2011, November 2012, October 2014, May 2017 |
| Resolution No. 809 | Supercedes Resolution No. 807 11/12 1484 |
| Policy Number 3.11 | PAGE 1 of 9 |

Expense Accounts:

1. a) Members of Council, Boards and Commissions, and staff shall be reimbursed by the Town for such limited expenses as are actually incurred (as detailed in schedule A) as a result of attending outside the Town any meeting, conference, convention, training course, school or seminar, including reasonable expenses incurred during travel time to / from destination for which attendance has been duly authorized.
- b) For Individuals appointed, elected, or otherwise, who are serving on District Boards or related organizations and whom the Town has sanctioned, these individuals shall utilize the travel policy of such organization. If no travel policy exists, the individual shall utilize the Town's policy. However, the per diem may be claimed provided said Boards do not also pay it or related organizations. The individual may obtain expense advances that are 100% later recoverable from the outside organization.
- c) Attendance at conferences, seminars and training courses outside the Rainy River District shall generally be restricted to not more than two (2) employees representing the Town. Additional attendance will be at the discretion of the CAO based on value and organizational need. The CAO will coordinate such attendance.
- d) As 'in house' training sessions and sessions located within the Rainy River District are very cost effective, attendance at these shall not be limited. The maximum number of employees shall not be defined. Rather, attendance shall be such that the value, coverage of positions within the division, and total budget cost are the major criteria in determining attendance.
- e) Where budgets provide amounts for travel and training but without specific details, attendance may be approved by the Division Manager. In the situation where an event arises and the approved travel budget for the division has been exceeded, attendance will be considered by the CAO based on value and organizational need.

2. a) Receipts shall be required for all expenses incurred except meals and the per diem allowance. Eligible expenses are deemed to include:
 - i) All ground transportation expenses related to the function;
 - ii) Accommodations;
 - iii) Other reasonable expenses incurred as a result of attendance at the function with explanation and as may be approved by the Division Manager or Administrator.
- b) If the registration fee includes any or all meals, participants will not receive any expenses for such meals.
3. The per diem allowances as per Schedule "A" shall be paid on the following basis:
 - a) one (1) day for each full day of the session or for each full day of travel;
 - b) one-half (1/2) day for each half day of the session or for each half day of travel.
 - c) The attached Schedule "F", must be completed and submitted to payroll when approved by Council.
4. **The most economical method of transportation shall be used.** The following expenses shall also be paid by the Town on behalf of the participants:
 - a) i) Airfare - Travel by air shall be economy class. Reservations for such travel shall be made immediately after approval is received. Reservations prior to approvals may be pursued to take advantage of discounted rates. All air travel arrangements for Town authorized travel must be invoiced directly to the Town.
 - ii) If the participant drives his/her personal vehicle to the destination beyond 385 kilometers (240 miles), the lesser of the regular economy airfare or the mileage at the current rate to the destination will be paid. Expenses will not be paid for additional travel time required because of driving to destination.
 - iii) Discounted airfare shall be taken advantage of wherever possible without forcing the attendee to spend additional time away from home/work. If an attendee is agreeable to a Saturday night stay-over (as a condition of air fare at a reduced amount), the cost of the stay-over at normal expense rates shall be paid by the Town where an overall savings will be realized to the Town (such savings calculations shall be detailed within the expense statements).
 - iv) If an attendee chooses to travel by ground or air and leave from a destination other than Fort Frances or return home via another route because of personal reasons, the attendee shall reimburse the excess cost to the Town. Exceptions may be authorized by the Administrator (or designate) e.g.: Assume an individual was to fly to Toronto on Sunday afternoon in order to be in Toronto for an early morning meeting on Monday and the normal cost for the flight from Fort Frances to Toronto and return is \$750.00. If the individual was in Kenora for personal reasons on Sunday and chooses to fly from there and the cost for the flight from Kenora to Toronto and return to Fort Frances is \$800.00, the attendee must reimburse the excess cost of \$50.00 to the Town.

- b) i) Mileage - Those required to furnish their private vehicles for transportation purposes shall be reimbursed for such use by the Town at the rate as outlined in Schedule "A".
- ii) Kilometer distances have been established for frequently traveled to destinations, and are as follows:

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|---------------|----------------|
| Atikokan | 300 Kilometers |
| Dryden | 400 Kilometers |
| Kenora | 460 Kilometers |
| Rainy River | 190 Kilometers |
| Sioux Lookout | 600 Kilometers |
| Thunder Bay | 720 Kilometers |
| Winnipeg | 720 Kilometers |

- iii) When two or more persons are proceeding by private vehicle on an authorized journey to the same destination, they shall as far as possible and is practical, utilize the same vehicle for this purpose. The Division Manager shall be responsible for making this determination.
 - iv) Municipal vehicles are to be used whenever available when attending meetings, seminars and conferences etc. in Northwestern Ontario and Manitoba. Bookings are to be arranged in the 'log book' at the Civic Centre. The reasonable carrying of non-employees on trips is permitted.
 - v) When a municipal vehicle is available and the attendee chooses to utilize their personal vehicle for whatever reason (e.g.: transporting personal items or simply because of personal preference), the attendee will be reimbursed for actual fuel costs only. Receipts must be submitted with the expense claim. The Town assumes no insurance liability in this regard and employees are advised to consult their insurance companies accordingly. The employee must complete the Travel Waiver of Liability Form – Schedule 'E' prior to travel.
 - vi) On the occasions when a municipal vehicle is not available, the attendee will be paid mileage as per this policy. The Town assumes no liability for insurance or any additional expenses incurred as a result of operating one's own vehicle; employees are advised to consult their insurance companies accordingly. The Division Manager must authorize request for payment of mileage. The employee must complete the Travel Waiver of Liability Form – Schedule 'E' prior to travel.
- c) Other Travel Costs - Cost of ground transportation from city/town of flight destination to city/town of the session shall be paid based on the actual cost incurred. Participants should whenever feasibly possible take the most economical form of transportation.
 - d) Registration Fees - All delegate function registration fees will be paid by the Town, including combination meal/events which would normally be attended by the registrants. Pure leisure optional events are not eligible for expense payment.
 - e) Entertainment Expenses (for CAO and Division Managers or designate, Mayor and Council only) - Entertainment charges incurred for legitimate purposes will be permitted. The expense must be supported by an itemized receipt and completion of the Entertainment Expense Reimbursement Form – Schedule "D" indicating the names, position, and organization of individuals being entertained as well as the purpose of the entertainment.

5. The Treasurer is authorized to issue an accountable advance in accordance with the amounts shown in Schedule "A" provided a written request, signed by the person requesting the advance and the appropriate Division Manager, and complete with an agenda attached, is received at least ten (10) days prior to the date required.
6. If the participant chooses to return to Fort Frances, prior to the completion of the session, allowances shall be adjusted accordingly. If the advance has already been received, a refund must be subsequently refunded to the Town within five (5) days following date of return. Any adjustments to the expense advance must be requested within five (5) days following date of return. If additional expenses are not requested within this time frame, it will be deemed that the advance paid was accurate of expenses incurred.
7. Where cost of course attendance is subsidized by an outside agency, either in whole or in part, the participant will be advanced an expense allowance, and other costs will be paid in accordance with this policy. Participants must reimburse the Town when the expense is recovered from the outside agency.
8. It is the responsibility of the participant to request expense advance, submit registration forms, book accommodations and make travel arrangements.
9. Expense statements submitted for any given service shall be within the confines of the average normal charge for such service in the area in which the service is purchased and the town reserves the right to deny payment of unreasonable expense claims.
10. Expense statements shall be submitted to the Treasurer on the Travel Expense Statement form as shown in Schedule "B" within fourteen (14) days of the last expense being incurred. The appropriate Division Manager shall approve expense statements. Expense statements for Mayor, Council and the CAO will be approved by Council.

11. With the exception of senior management, the following guidelines will apply to all Town Employees:

Although employees of the Town of Fort Frances will not normally be required to travel outside regular working hours, it is the policy of the Town of Fort Frances to compensate for travel time outside the Town limits. Travel arrangements should be pre-approved by the supervisor as per the following:

Mandatory travel (travel for courses / seminars / workshops / conferences that are deemed essential to an employees core responsibilities of his/her job and of which the employee has been directed to attend. For example, Water Treatment Operators are legislated to attend 40 hours of training per year.

Voluntary travel (travel for courses / seminars / workshops / conferences that are of mutual benefit to the employee and to the corporation but are not a mandatory requirement. Attendance for these courses / seminars / workshops / conferences are mutually agreeable and pre-approved by his / her supervisor eg) annual conferences.

- a) All travel time for *voluntary travel*, including travel on a Saturday, Sunday, or statutory holiday will be compensated on a straight hour for hour basis, equal to the time in transit required either by air or ground transportation to the destination and return only to a maximum of seven (7) or eight (8) hours per day (this is based on an employee's normal work day) for travel time. Such travel time will be taken off as lieu-time.
- b) All travel time for *mandatory travel*, including travel on a Saturday, Sunday, or statutory holiday will be compensated on a straight hour for hour basis, equal to the time in transit required either by air or ground transportation to the destination and return with no maximum. Such travel time will be taken off as lieu time.

SCHEDULE "A" - All taxes and gratuities included and all figures are in Canadian Dollars.

| | Item | Employee | Members of Boards and Committees |
|----|---|---|--|
| 1. | Per Diem | \$10.00 per day for incidental expenses (newspaper, phone calls, etc.) | \$160 Per day |
| | | Outside NWO | Inside NWO |
| 2. | Meal Allowance | Breakfast \$20.00 Lunch - \$25.00 Dinner - \$45.00 | Breakfast - \$13.00 Lunch - \$17.00 Dinner - \$35.00 |
| 3. | Accountable expense advances will be processed in the following amounts | \$180.00 per day | \$150.00 per day |
| 4. | Vehicle Mileage | Equivalent to those rates as set from time to time by the Canada Revenue Agency (CRA) | |

Sudbury and west (including Manitoba) are considered inside NWO (Northwestern Ontario). Locations east and south of Sudbury are considered outside NWO. Breakfast may not be claimed on the day of departure (unless prior to 6:00AM) and dinner may not be claimed on the day of return unless the return is after 6:00PM. Meals may not be claimed when they have been included in conference registration (excluding continental breakfast).

**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

| | | | | | | | | | |
|----|------------------------------|-----------------|------|------------|------------------|--------|------|------|-------|
| 1. | Attendee | | | | | | | | |
| 2. | Conference/Seminar Attended | | | | | | | | |
| | Location (Facility and City) | | | | | | | | |
| | Dates | | | | | | | | |
| | | | | | | | | | |
| 3. | | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Total |
| | Accommodation | | | | | | | | |
| | Transportation | | | | | | | | |
| | Breakfast | | | | | | | | |
| | Lunch | | | | | | | | |
| | Dinner | | | | | | | | |
| | Per Diem | | | | | | | | |
| | Other | | | | | | | | |
| | | | | | | | | | |
| 4. | Prepaid Expenses | Registration | | Air Travel | | Other | | | Total |
| | | | | | | | | | |
| | | | | | | | | | |
| 5. | Town Used Vehicle | Yes | No | Reason | | | | | Total |
| | Mileage Claimed | KM x CRA rate = | | | | | | | |
| | | | | | | | | | |
| 6. | Approved | | | | Total Expenses | | | | |
| | | | | | Advance Received | | | | |
| | | | | | Balance Claimed | | | | |
| | | | | | Balance Refunded | | | | |

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Date

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

| | | | |
|------|-----------|-------|---------|
| | | | |
| Date | Treasurer | A / P | Cashier |

**TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST**

| | |
|-------------------------------|-------------------|
| Name | Purpose of Travel |
| Location of Event | Dates |
| Signature of Division Manager | |
| Amount of Travel Advance | |
| Treasurer Signature | G.L. Code |

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

**TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

| | |
|--|------|
| Name | Date |
| Names, Position, and Organization of Individuals Being Entertained | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| Purpose of Entertainment | |
| Amount Claimed | |
| Treasurer Signature | Date |

An itemized receipt must be attached to process payment

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

| | |
|---------------------|-----------|
| Name (Please Print) | Signature |
| Approved | Date |

**TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

| | |
|-------------------------------|--|
| Attendee | |
| Conference / Seminar Attended | |
| Location | |
| Dates | |

Details of Per Diem

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|--------|---------|-----------|----------|--------|----------|--------|-------|
| Date | | | | | | | | |
| Amount | | | | | | | | |

| | |
|---------------------|-----------|
| Name (Please Print) | Signature |
| Approved | Date |

To be submitted to Payroll for processing when approved by Council