

TRAVEL EXPENSES POLICY

1.0 Policy Statement

The City of Mount Pearl shall reimburse city employees for applicable expenses related to city business and travel, including travel for approved professional development and training. Travel expenses are subject to the city's annual operating budget and may vary at the discretion of the Director of Corporate Services and the Chief Administrative Officer.

2.0 Background

When practical, employees are encouraged to consider alternatives to travel using technology such as video conferencing.

Budgeted funds will be allocated according to the strategic priorities of Council and the specific needs of the Departments.

This policy accompanies the city's **Staff Professional Development and Training Policy**.

For instances where provisions of this policy conflict with the **Collective Agreement**, the later shall prevail.

3.0 Scope

This policy applies to unionized and non-unionized employees working with the city travelling for city business or professional development and training outside of the urban regional municipalities boundaries (CNLR 926/96).

4.0 Purpose

To outline the guidelines for proper control of travel expenses and to set rates and conditions for reimbursement of expenses.

5.0 Responsibilities

Department

It is the responsibility of the department directors to determine whether the content of the professional development or training is in relation to the employee's job-specific duties or the strategic priorities of the department and to preauthorize all travel. The director must also ensure the most economical mode of transportation and accommodation is booked.

Department directors shall seek approval for travel related expenses from the Chief Administrative Officer. The Chief Administrative Officer shall seek approval from council.

Employee

Employees must seek approval from their department director prior to booking travel or registering for a conference/course. All employees shall abide by the city's **Employee Code of Conduct** during travel.

6.0 Reimbursable Expenses

The Schedule of Reimbursable Expenses is attached to the policy as **Schedule A**.

7.0 Non-Reimbursable Expenses

Meals When Otherwise Provided

Employees may not claim meals while on travel status where the cost of meals is included as part of another reimbursable item (i.e. conference fee). In cases where dietary restrictions cannot be accommodated by the meal provided, employees may submit a receipted expense claim.

Change and Cancellation Fees

The employee will be responsible for any change or cancellation fees associated with changing the date or time of travel if the change is within the control of the employee.

Extension of Travel

Employees opting to extend the stay can do so as long as there is no additional cost to the city. Employees shall be responsible to pay additional costs incurred during extended days that are not business, conference or training related.

Excess above Professional Development Budget

Expense claims for employees attending conferences or attending educational courses will only be approved up to the maximum professional development budget unless the employee is required to attend on approved city business.

Employees will be responsible for any expenses above their maximum allotted professional development budget unless approved by the CAO or Council.

8.0 Purchase Card

All travel must be booked through a city purchase card where feasible.

9.0 Expense Reports

To apply for reimbursements, employees must complete and submit a Travel Expense Form to the appropriate director along with the travel documentation including the

conference brochure or documentation showing the scheduled dates of the approved event within thirty (30) days of completing the travel.

8.0 Approvals

Dana Spurrell

Dana Spurrell, Chief Administrative Officer

December 17, 2024

Date

SCHEDULE A: REIMBURSEABLE EXPENSES

ACCOMMODATIONS		
<p>Accommodation expenses will be paid to a maximum period beginning with the night before the date on which the city business, conference or training begins up to and including the night on which the business, conference or training concludes.</p>		
Hotel	<p>The type, standard, and cost of accommodation should not be in excess of the minimum rate for a single room in a commercial establishment of reasonable class.</p> <p>Accommodation charges related to additional occupancy of a room will not be reimbursed.</p>	Receipt required
Regulated Home Sharing	<p>Regulated home sharing services are short-term rentals booked through services such as AirBNB and VRBO.</p> <p>Regulated home sharing services may only be booked where the cost is equal to, or lesser than, the cost of hotel accommodation per person.</p>	Receipt required
Private/ Non Commercial (e.g. Family or friends)	<p>Private accommodation means overnight accommodation that is not in a commercial establishment but rather at the home of a relative, friend or acquaintance.</p> <p>Maximum of \$25 per night.</p>	No receipt required
TRANSPORTATION		
<p>Employees will be reimbursed for expenses relevant to city business, an approved conference or training.</p> <p>Employees must travel by the most economical route possible.</p>		
Air Travel	<p>Air travel on all scheduled flights will be economy class except where, with the approval of the CAO, business class is the only seat available and a delay in travel is not acceptable.</p>	Receipt required
Employee-Owned Vehicle	<p>Reimbursed equal to the Government of Newfoundland and Labrador basic rate as of the date of travel.</p>	Map of route km required
Rental Vehicle	<p>Employees who wish to rent a vehicle must obtain advance approval from their director.</p> <p>Rental vehicles may only be used when it is necessary or more economical than other modes of transportation. In making this determination, the department will only take into consideration travel to and from accommodations and the place of official business/conference/training.</p>	Receipt required

	Employees will normally be required to rent compact or sub-compact vehicles except where a larger vehicle is required for city business.	
MEAL RATES		
<p>Employees may claim for breakfast when they are required to be on travel status 2 hours or more prior to the beginning of their regularly scheduled workday.</p> <p>Employees may claim for dinner when they are unable to return to headquarters or place of residence until at least 2 hours after the end of their regularly scheduled workday.</p> <p>Meal rates when travelling to the USA will be in USD. Exchange rate will be based on the Bank of Canada daily exchange rate on the date of travel (per the Bank of Canada website).</p> <p>Meal rates for all other international travel will be reimbursed in accordance with the Federal Treasury Board's National Joint Council travel directive (Appendix D).</p>		
Breakfast	\$20	No receipt required
Lunch	\$25	No receipt required
Dinner	\$35	No receipt required
INCIDENTALS		
For employees travelling in excess of two consecutive nights, an extra \$20 per day will be added to the meal per diem to cover the costs associated with snacks, laundry, gratuities, and other incidentals associated with travel away from home.		