



City of Langford

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CITY OF LANGFORD COUNCIL AND STAFF REIMBURSEMENT FOR EXPENSE POLICY

Council Policy POL-0042-FIN
Amendment #1

Original Policy: December 18, 2006
Amended: 2024

Presiding Council Member, Mayor Scott Goodmanson

Date:

Signature:

1. PURPOSE:

The purpose of this policy is to provide for the reimbursement of reasonable expenses incurred while travelling for business purposes including performing job duties, attending conferences, conventions, training, workshops and meetings.

2. EXPENSES INCURRED:

Within two weeks of delivery by the Mayor, Councillor, or staff member to the Chief Financial Officer of written evidence of expenditures made or expenses incurred when the Mayor, Councillor or staff member is:

- a) Representing the Municipality;
- b) Engaging in municipal business; or
- c) Attending a course or convention,

the Chief Financial Officer shall pay to the Mayor, Councillor or staff member the amount of the expenditures made or expenses incurred.

3. PER DIEM:

- a) The level of payment for meals and incidental expenses is \$80.00 per 24-hour period for the Mayor, Councillor, or staff member. This amount shall be adjusted annually as soon as possible after January 1st by the rate change in the Consumer Price Index for Victoria for the previous calendar year.

~~b) Where meals are included as part of a registration fee, no expense claims may be made for equivalent meals.~~

b) Where meals are provided at no additional cost to the traveller, such as part of an event registration fee or included with the cost of accommodation, no expense claims may be made for equivalent meals. Exceptions may be granted at the discretion of the Chief Financial Officer in limited circumstances.

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- c) Should the duration of travel be less than 24 hours, or part of the meals are included in the registration fee, a prorated portion of the remaining expenses may be claimed based on the following schedule:

Dinner	\$35.00
Lunch	\$21.00
Breakfast	\$17.00
Incidentals	\$7.00
Total:	\$80.00

for expenses incurred by the Mayor, Councillor or staff member when performing activities referred to in Sections 2 (a) to (c).

Receipts are not required under Section 3 (a) and 3 (c).

- d) If travel is authorized to the United States, the per diem shall be paid in USD. If international travel is authorized, the Director of Financial Services shall be consulted as to the appropriate currency in which the per diem should be provided.

4. QUALIFYING EXPENSES AND EXPENDITURES:

- a) The types of expenses and expenditures that may qualify for payment, with receipts, under Section 2 are:
- i. Hotels outside of the Capital Regional District (actual expense paid for a basic room with single occupancy. Government or event discounted rate should be utilized when available);
 - ii. Transportation other than by way of the Mayor, Councillor or staff member's own motor vehicle, ~~inclusive of~~including but not limited to airfare, bus, train, taxi, car rental, ferry or other local transportation (actual expense for economy fare);
 - iii. Transportation by way of the Mayor, Council, or staff member's own motor vehicle (no receipt required; compensation level payable as per Section 8 (a));
 - iv. Telephone or facsimile transmission;
 - v. Photocopying; and
 - vi. Gratuities.

Private accommodation, if staying with family or friends, shall be reimbursed directly to the Mayor, Councillor or staff member at \$40 per night (no receipt required).

Where more than one traveller is travelling for the purposes listed under Section 2, travellers are expected to limit expenses through carpooling, sharing taxis, or other similar modes by combining transportation charges.

5. NON-COMPENSATED EXPENSES:

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In general, the City will not reimburse the following expenses:

- a) Alcohol;
- b) Entertainment costs;
- c) Travel upgrades;
- d) Accommodation upgrades;
- e) Accommodation additions such as gym, minibar refreshments, dry cleaning charges, laundry charges, non-mandatory valet expenses;
- f) Fines for traffic violations; and
- g) Items for personal use.

6. COMBINING BUSINESS TRAVEL WITH PERSONAL TRAVEL:

- a) Travel Extensions and Stopovers: Travellers wishing to combine City business travel with personal travel may do so at their own expense. The traveller will be required to pay for any additional living and accommodation expenses that are not associated with City business travel.
- b) Partner Travel: Expenses for travelling companions are not reimbursable. No expense claim may be made for expenses of a spouse, partner, relative, or other person travelling with the traveller.

7. TRAVEL CANCELLATIONS:

- a) In cases of travel changes and cancellations due to circumstances beyond the traveller's control or municipal employment requirements, the cost of any penalties, lost or changed reservations will be reimbursed to the traveller.
- b) In cases of all other travel changes and cancellations, the cost of any penalties, lost reservations or changed reservations will be the responsibility of the traveller.

8. LEVELS OF PAYMENT AND APPROVALS:

- a) The level at which the Chief Financial Officer shall reimburse the Mayor, Councillor, or staff member for transportation by way of the Council member's own motor vehicle is the "Automobile Allowance Rate" published by the Canada Revenue Agency for the current year.
- b) The level at which the Chief Financial Officer shall pay the Mayor, Councillor, or staff member under Section 2 is the total amount of the expenditures made or expenses incurred and under Section 3 is the daily allowance or prorated amount as referred to in Sections 3 (a) and 3 (c).

All expense requests must be submitted on the City's expense request form, with receipts attached (if required within this policy).

Expense request forms submitted by the Mayor and Councillors must first be approved by the Chief Administrative Officer prior to delivery to the Chief Financial Officer.

Expense request forms submitted by staff members must first be approved by the staff member's immediate supervisor prior to delivery to the Chief Financial Officer.

9. TRAVEL INSURANCE:

Mayor and Councillors will be provided Group Life insurance in the principle sum of \$500,000 and a \$500 weekly indemnity policy while on official business for the municipality.

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