



Travel and Subsistence

Procedure No.: CS-HR-1	Council Resolution No.: N/A
Department: Finance	Authority: CAO
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Supersedes: Expense Claim policy 08/10/27, 05/09/12, Expense Sheet Statement for Conferences 27S-811, External Events Expenditures 73C09/10/01	
Related Policy No.: CS-HR-1	
Related Policy Name: Travel and Subsistence	

Purpose

The purpose is to develop an operating guideline for Town of Taber employees and Council and their respective boards to claim their business travel and subsistence expenses.

Operating Guidelines

Air Travel

- 1) Employees should fly on excursions or advance booking fares that do not exceed economy rates.
- 2) Frequent flyer points earned on government business may be used by the employee for personal use.
- 3) Flight accident insurance, if purchased, will not be reimbursed.



Business Use of Private Vehicle

- 1) Whenever possible employees should utilize the Town's rental car program when travelling on government business. If an employee has been authorized to use his or her personal vehicle for government purposes, mileage is reimbursed at the rate established by the CRA Automobile Allowance for the current year. This expense reimbursement is in lieu of actual expenses for gasoline, oil, repairs, driving violations, insurance and depreciation. Therefore, actual expenses for those items will not be reimbursed when a personal vehicle is used for government business.
- 2) It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers while on government business.
- 3) Employees may claim parking charges based on the actual receipt while using their personal vehicle on government business.
- 4) Employees may only submit expenses for fuel if they are travelling in a rented vehicle, or are travelling in a Town vehicle to a destination far enough away that will require additional fuel to ensure safe return. Otherwise, employees will be expected to track their kilometers and submit a claim.

Other Motor Vehicle Travel and Misc.

- 1) Automobile rental charges shall be claimed based on the actual receipt.
- 2) Taxi and limousine fares, long distance bus and rail fares, and/or excess baggage charges where extra equipment is required because of duties being performed shall be claimed based on the actual receipt.
- 3) Government related telephone calls and electronic communication charges shall be claimed based on the actual receipt.

Meals

- 1) When travelling on government business an employee may claim a meal allowance.



- 2) Claims for meals may be made as follows:
 - For breakfast, when the employee is away from Taber for business reasons before 7:00am;
 - For lunch, when the employee is away from Taber for business reasons until after 2:00pm; and
 - For supper, when the employee is away from Taber for business reasons until after 6:30pm.
- 3) In order for the employee to claim a meal allowance, the employee's manager shall normally request an employee provide an original receipt for the meal to ensure that an appropriate expense has occurred.
- 4) The maximum daily meal allowances are as follows:
 - a) Breakfast \$15.00
 - b) Lunch \$17.00
 - c) Supper \$35.00
- 5) Upon approval by the employee's manager, an employee may be able to claim the actual cost of the meal if it exceeds the meal allowance. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity of up to fifteen (15) percent of the meal cost.
- 6) Town Manager's, the Mayor or the Deputy Mayor may claim a business meal when hosting another person(s) within the Town of Taber.
- 7) Any claim for a business meal must include the original receipt and the name(s) of the person(s) being hosted.
- 8) Prior to reimbursement, any business meal claim must be authorized by the individual's manager.
- 9) Meals provided in the cost of airfare shall not be claimed. However, when a flight that provides a meal is delayed, employees may purchase a meal and make a claim based on the actual receipt.
- 10) When meals are provided as part of training, conferences or seminars, an employee shall not claim a meal allowance. Employees will not be reimbursed



if they choose to purchase meals separately from those meals being offered as part of such events.

Accommodation

- 1) Employees may claim the actual cost of the room and applicable taxes for accommodations required when travelling on government business based on the actual receipt. Employees should request government or the lowest possible rates when booking accommodations.
- 2) Employees may claim an accommodation allowance of \$25.00 per night without receipts if he or she arranges for his or her own accommodations while away for Town of Taber business reasons.

Making a Claim

- 1) Employees must complete a Personal Expense Claim form (attached).
- 2) The authorized Personal Expense Claim will be processed by Accounts Payable.
- 3) Reimbursement is made by direct deposit into the employee's bank account in the next expense claim run after the claim is submitted.
- 4) The Personal Expense Claim form should be submitted within thirty (30) days of incurring the expense.
- 5) For Town employees, Personal Expense Claim forms must be authorized by the employee's manager before being submitted to Accounts Payable.
- 6) For Members of Town Council or other appointed officials, expense claim forms must be signed by the Mayor or his/her designate. For the Mayor, expense claim forms must be signed by the Deputy Mayor. For the Police Commission, expense claim forms must be signed by the Chief of Police. For the Chief of Police, expense claim forms must be signed by the Chair of the Police Commission. For the Chief Administrative Officer, expense claim forms must be signed by the Mayor or Deputy Mayor.
- 7) An employee travelling outside of the Town of Taber on official government business may request an advance for travel and subsistence.



- a. The Employee shall submit an estimate of the costs on a Personal Expense Claim form to their manager. Once approved, Accounts Payable will process the advance directly to the employee's bank account.
 - b. If the event is cancelled, or the employee is unable to attend the event, the amount of funds that were advanced must be repaid within five (5) working days of the cancellation.
 - c. Within thirty (30) days of the event the employee shall submit another Personal Expense Claim form including details of the actual expenditures less the advance that was received.
 - d. Any amounts advanced in excess of the actual expenditures must be repaid within five (5) working days of the event.
- 8) Any costs incurred to the Town by Members of Council, who have indicated that he/she will attend a function, will be charged back to the Council Members concerned if that Council Member fails to attend without a valid reason. The cost incurred by the Town must be reimbursed within five (5) working days of the cancellation.
- 9) Making a false claim under this procedure will be considered fraud and offenders will be subject to disciplinary action up to and including dismissal.



CHIEF ADMINISTRATIVE OFFICER

May 8, 2019
DATE

