

Mileage, Travel and Meals Allowance

Date Approved by Council: October 19, 2020

Resolution No: CDI 20-086

Replaces: HUM-001 2017

Lead Role: Finance

Next Review Date: 2025

Last Review Date: October 2020

Administrative Responsibility: Finance

Policy Statement

It is the policy of the Town of White City that individuals need to travel on the Town's behalf and that these individuals will be reimbursed for their out-of-pocket expenses related to that travel.

Individuals are neither asked to subsidize the expenses of the Town, nor invited to indulge themselves at public expense. It is expected that logic and good business sense will prevail.

Guidelines

1. Purpose

The Meal and Travel Allowance Policy applies to all authorized persons that are required to travel in the performance of their duties.

The purpose of this policy is to provide compensation to Town employees, volunteers and council members who are required to travel outside of the Town of White City in carrying out their responsibilities for the Town.

2. Definitions

a. Traveller – a Town of White City employee, volunteer or council member who has been approved for business travel by the Town.

3. Approval Authority

a. All requests by employees and volunteers for reimbursement for travel need to be approved in writing before travel occurs by the designated authority. The written approval needs to be included with request for reimbursements.

i. In-province business travel - Department heads are responsible for approval of travel within their budget allocations.

ii. Out-of-province business travel – The Town Manager is responsible for approval of all out-of-province travel.

b. Council travel is at the individual council member's discretion while out of country travel requires Council approval.

4. Mileage Rates and Other Travel Cost Reimbursements

- a. The Town will reimburse the Traveller for the use of their personal vehicles while travelling for town business at the prescribed rate in Schedule A. This reimbursement is meant to cover all expenses related to the operation of the vehicle.
- b. The Town will reimburse the Traveller for other reasonable travel expenses including but not limited to airfare, taxifare, car rentals, fuel for car rentals, parking fees, hotel charges. The Town requires a copy of the itemized receipt showing the amount paid.
- c. The Traveller whenever possible should use a Town credit card for the purchase of travel arrangements.
- d. The Traveller should ensure that the most economical form of travel is used wherever possible.
- e. The Town will not pay for tickets or fines received by the Traveller.

5. Meal Allowances

- a. The Traveller is eligible for meal allowances in the following circumstances:
 - i. Breakfast- If the Traveller leaves before 7 am or returns after 9 am.
 - ii. Lunch- If the Traveller leaves before 11 am or returns after 1 pm.
 - iii. Supper- If the Traveller leaves before 5 pm or returns after 7 pm.
- b. Meal allowances will be paid in accordance with Schedule A as attached to this policy.
- c. No receipts are required when claiming the amounts outlined in Schedule A.
- d. Where a banquet is part of a convention, the Town will pay the cost of the banquet ticket for the Traveller. In most circumstances, these tickets are prepaid at the time of registration. A receipt is required if the Traveller is requesting reimbursement.
- e. The Traveller is not eligible for a meal allowance when the meal is included in the registration for the conference, workshop, meeting, accommodations, etc.
- f. Meals paid for by any other person or company shall not be claimed by the Traveller.

6. Hospitality and Entertainment Costs

- a. Entertainment and hospitality expenses for conducting Town business and networking by the Town Manager is eligible for reimbursement. These expenses should be reasonable in nature, fitting with the council code of ethics and within the budget allocation.
- b. The Town credit card is the preferred method of payment for these expenditures.

7. Travel on a Day of Rest

- a. Town employees who are required to travel on their normal day of rest will receive a corresponding day off in lieu.

Schedule “A” to Policy HUM – 001 – 2020

Effective January 01, 2023, travel reimbursements and meal allowances will be provided based on the Canada Revenue Agency’s (CRA) applicable rates. When rates are updated by the CRA, the updated rates will take effect in the Town of White City on January 01.

Travel reimbursement rates will match the CRA’S Reasonable Per-kilometre Allowance, found here: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

As of January 01, 2023, the allowance is \$0.68/km.

Meal allowance rates will match the CRA’s Travel Allowance/Other Employees, found here: https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4130/employers-guide-taxable-benefits-allowances.html#reasonable_allowances

As of October 19, 2020, the allowance is \$23/meal.