



Policies & Procedures Manual

Policy No. 5.5 (BP- Staff Expense/Travel)

Staff Expense/Travel

1. Prior Authorization

As a general rule, all travel, entertainment, meeting attendance and like expenses incurred by Officers and employees, must have prior approval. Budget provisions must be made or alternatively specific approval given for the employee from the Administrator.

2. Per Diem Allowance

A per diem rate to cover all meals, gratuities, dry cleaning, local telephone and other miscellaneous costs for trips involving more than one day (24 hours) away will be paid \$70/day.

3. Other Major Travel Expenses

a) Transportation

Actual air fare at economy rate (supported by receipt), or alternatively, if travel is by car, equivalent air fare may be claimed, whichever is the least cost. Employees should use the best method of transportation keeping in mind the need to minimize time away and also keeping costs to the Regional District at a minimum.

b) Mileage

The Regional District has adopted the Canada Revenue Agency (CRA) rates for Staff Mileage reimbursement, (being 50 cents per km for the 1st 5000 km and 44 cents per km for each additional km as of January 1, 2006);

c) Meals

For travel of less than 24 hours, the following allowances may be claimed in lieu of reimbursement for receipted expenses:

- (i) Breakfast: \$ 12.00
- (ii) Lunch \$14.00
- (iii) Dinner \$22.00

d) Accommodation

- (i) Actual room cost at Government rate (receipt required)
- (ii) \$25.00/night for accommodation in a private residence.

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4. Other Allowable Expenses (receipts required)

- Airport Limousine Costs or Taxi
- Long Distance Telephone Calls
- Extra Meal Costs (names of persons hosted and organization name must be indicated)
- Parking Fees

5. Vehicle Insurance

Whenever possible, the SLRD vehicle will be used for transportation. If this is not possible, persons claiming car mileage expenses who occasionally transport SLRD Staff/Directors and use their personal vehicles more than six times per month for SLRD business must maintain current liability insurance, and the policy must be endorsed to permit occasional business use of the automobile.

6. Expenses For Partner

There shall be no compensation of expenses for the partner of a Staff member, when the partner accompanies a staff member to a conference or convention.

7. Claims

A travel expense claim voucher should be completed and submitted for reimbursement within thirty (30) days following completion of a trip.

8. Advances

The Regional District may provide a travel advance when requested and approved by the Administrator. Unused funds must be returned to the SLRD within thirty (30) days of the completion of a trip. No further advances will be made where there is already an outstanding invoice in the name of the individual.

9. Administration

For the purposes of administration of the Travel Expense Policy, the Administrator will be the approving authority.

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