

Business Expense Reimbursement	Department: Human Resources	Policy Source: Human Resources
	Authorized by: Village of Alliance Council Signature:	Date: January 8 th , 2020 Date Revised: Date Effective: January 21 th , 2020 Date to be Reviewed: January 2022

POLICY: The Village of Alliance Council recognizes the need for accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, meals, hospitality and other expenses and allowances.

PURPOSE: This policy is intended to ensure fair and reasonable practices and ensure that individuals are properly reimbursed for expenses incurred.

PROCEDURE:

Members of Council, appointed members to council committees, employees and members of the Village of Alliance volunteer fire department shall receive reimbursement for travel, subsistence and accommodations while on Village of Alliance business or training.

- The amount spent will be limited by the amount set out in the annual approved budget to the Village of Alliance.
- The approved rates for meals, travel and subsistence allowances will be set out in the Fees and Services Bylaw for the Village of Alliance as approved by Council.

DEFINITIONS:

Mayor – Chief Elected Official as stipulated under Sec 1. 1.d and Sec. 150 of the *Municipal Government Act*, R.S.A. 200 c. M-26

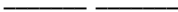
Councillor – as stipulated under Sec 1. 1.g of the *Municipal Government Act*, R.S.A. 200 c. M-26

Chief Administration Officer (CAO) - as stipulated under Sec 1. 1.d and Sec. 205 of the *Municipal Government Act*, R.S.A. 200 c. M-26

Village of Alliance Business – means activities intended to promote and achieve the goals and objectives of the Village.

Appointed Council Committee Member- committee members as set out at the annual organizational meeting of the Village of Alliance.

Expense Re-imburement – an amount of compensation that is set out by the Village of Alliance Fees and Services Bylaw which sets the allowable rates for an individual for costs related to travel and subsistence. Payment will be provided by the submission of an Expense Claim Form as set forth in this policy.



1. Approval of Expense Claims:

- a) For all members of Council, including the Mayor and Deputy Mayor, travel, subsistence, and honorarium for Elected Officials expense claim forms shall be approved by the Mayor or Deputy Mayor
- b) For all employees and Volunteer Fire Fighters of the Village of Alliance Fire Department expense claim forms shall be approved by the CAO of the Village of Alliance.
- c) Authorization for travel must have prior approval either by Council or the CAO before reimbursement can be submitted.

2. Allowable expenses for travel:

- a) Automobile – Employees, Council Members, appointed Committee Members and Volunteer Fire Fighters who are required to use their own vehicle while on the Village of Alliance business shall be reimbursed based on the basis of a claim according to a per kilometer travel rate. The rate is governed by the Fees and Services Bylaw as approved by Council.
- b) Transportation- For travel by other means than a personal automobile, the Village of Alliance shall pay the equivalent of an economy class fare (air, train, ferry, or bus) and, in the case of an automobile rental, the “compact” rate.
- c) Meal Expenses – Employees, Council Members, appointed Committee Members at large and Volunteer Fire Fighters who are traveling on the Village of Alliance business may claim the actual cost (including any applicable taxes) of the meal or the per diem rate for meals whichever is the lower of the cost. The per diem rate is set out in the Village of Alliance Fees and Services Bylaw as approved by Council.
- d) Accommodations – When an employee, Council member, appointed committee member and Volunteer Fire Fighter is required to be away overnight on the Village of Alliance business, he/she will be reimbursed for a standard room. The affected party should first pay for such accommodation expenses by cash or personal credit card. Prior arrangements when approved by appropriate person can be pre-arranged and paid through the Village of Alliance credit card.
- e) Other expenses- Reimbursement will be made for all business expenses and for other miscellaneous expenses incurred, including taxi fare, airport transfer, parking charges and when an affected person is absent for more than 1 working day, one personal long-distance call per day.
- f) Hospitality and entertainment- Hospitality expenses may occur when hosting a business associate to a meal when necessary and for legitimate business reasons. All such expenses can only be paid if prior approval has been given by appropriate person for approval purposes.

3. When business expenses can be claimed:

- a) Any costs of accommodation upon the production of receipts if:

- The time of departure to get to the activity is earlier than 6:30 a.m., necessitating an overnight stay.
- One night's accommodation for each two days of business that the affected party is required to be outside of the Village of Alliance on business.

b) Any costs for meals may be claimed on the production of receipts:

- Breakfast – the time of departure is earlier than or the time of return is later than 7:30 a.m.
- Lunch – the time of departure is earlier than or the time of return is later than noon.
- Dinner - the time of departure is earlier than or the time of return is later than 6:30 pm.

c) Business kilometer rate for private vehicle usage when in town:

- When authorization is given by the appropriate person then the affected person may claim a mileage expense while on Village of Alliance business. The affected person may be required to have the Village of Alliance named as the third-party liability on their personal auto policy at the request of their insurer or by the Village of Alliance insurer.

d) Advance to cover anticipated costs while on travel for conducting business for the Village of Alliance.

- A travel advance is available upon request, with the approval of the appropriate person, provided such a request is received 10 working days before the date required.
- An employee must substantiate any travel expenses by submitting receipts for any allowable expenses paid during such travel.

4. Business expense claim form:

- All business expense claims must be submitted on the form provided. Receipts are to be stapled to the form and itemized on the form for reconciliation purposes.
- For accounting purposes these forms are to be turned into the Village office attention CAO to be reconciled and processed for payment through the accounting dept. Electronic format will be accepted.
- Expense claim forms shall be submitted at least every 45 days (monthly would be preferable for accounting purposes)

5. Public disclosure of business expense claim:

In the interest of maintaining transparency and accountability, the reimbursement of business expenses claims paid to each affected person shall be posted monthly on the Village of Alliance website. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the affected person for each activity and or transaction.