

# Village of Vibank Policy



## Mileage, Travel, and Meal Allowance Policy 002-2017

### **Policy Statement:**

It is the policy of the Village of Vibank that individuals need to travel on the Village'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 Village, nor invited to indulge themselves at public expense. It is expected that logic and good business sense will prevail. At any time Administration or Council may at their discretion review and question submissions.

### **Guidelines:**

#### **Purpose:**

The Mileage, Travel, and Meal 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 Village employees and council members who are required to travel outside of the Village of Vibank in carrying out their responsibilities for the Village.

#### **Approval Authority:**

All requests by employees for reimbursement for travel need to be approved in advance of travel by the designated authority. A Resolution of Council for training, conventions, and workshops to be attended is required. Traveller is to submit a Meal and Mileage request form, attached hereto as Schedule B.

#### **Mileage Rates and Other Travel Cost Reimbursements:**

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

- Breakfast – If the Traveller leaves before 7am or returns after 9am
- Lunch – If the Traveller leaves before 11am or returns before 1pm
- Supper – If the Traveller leaves before 5pm or returns after 7pm
- Meal allowances will be paid in accordance with Schedule A as attached to this policy.
- No receipts are required when claiming the amounts outlined in Schedule A.
- Where a banquet is part of a convention, the Village 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.
- The Traveller is not eligible for a meal allowance when the meal is included in the registration for the conference, workshop, meeting, accommodations, etc.
- Meals paid for by any other person or company shall not be claimed by the Traveller.
- An entertainment and hospitality expense for conducting Village business and networking by the Village Administrator is eligible for reimbursement. These expenses should be reasonable in nature, fitting with the council code of ethics and within the budget allocation.
- The Village credit card is the preferred method of payment for these expenditures.
- Village employees who are required to travel on their normal day of rest will receive a corresponding day off in lieu.

# **Schedule A to Mileage, Meals, and Travel Policy 002- 2017**

Effective: December 19, 2017 Resolution #17-281

## **Rates provided:**

<b>Breakfast</b>	<b>\$12.00</b>
<b>Lunch</b>	<b>\$18.00</b>
<b>Supper</b>	<b>\$25.00</b>
<b>Mileage</b>	<b>\$0.4600 km</b>

Schedule B to Mileage, Meals, and Travel Policy 002-2017

Effective: December 19, 2017 Resolution #17-281

Village of Vibank

Mileage and Meal Reimbursement Request Form:

Date:		Activity Attended:	
Name:		Resolution Number:	

MEAL	RATE	NUMBER OF MEALS	TOTAL
Breakfast	\$12.00		
Lunch	\$18.00		
Supper	\$24.00		
Other			
Banquet			

MILEAGE	Kilometers travelled	RATE/ Kilometer	TOTAL
Vibank to:		\$0.4600	
: to Vibank		\$0.4600	

Expenses Requested:	TOTAL
MEALS	
MILEAGE	

Traveller Signature: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Payment made via  Payroll       Cheque # \_\_\_\_\_