

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

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		Approved By:	M103-2014
Subject:	TRAVEL AND BUSINESS	Effective Date:	IMMEDIATE
	EXPENSE POLICY	Procedure Ref.:	CS.B6.06
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1. PURPOSE

- 1.1. Define reimbursable travel expenses that may be incurred while traveling on authorized City of Windsor business.
- 1.2. Define reimbursable business expenses that may be incurred while carrying out employee job requirements.
- 1.3. Establish approval guidelines and control requirements for:
 - Local travel (mileage and business expense)
 - Domestic travel
 - International travel
 - Other business expenses while traveling or conducting authorized City business
- 1.4. Provide information necessary to accurately record and report local travel (mileage and expenses), domestic travel, international travel, and other business expenses.

2. SCOPE

- 2.1. This policy applies to all City of Windsor employees, elected and appointed officials, agencies, boards, commissions and committees (ABCs) funded by the City of Windsor, in whole or in part, or whose governing body contains City of Windsor representation or whose financial transactions are accounted for within the City of Windsor’s financial systems.
- 2.2. Exclusions from this policy include:
 - 2.2.1. ABCs that process financial information within their own administrative structure, **AND**;
 - 2.2.2. ABCs that have submitted to the Finance department alternative board approved travel, business and mileage policies, **OR**;
 - 2.2.3. Employees of the City or its ABCs who have specific alternative regulations arising from a negotiated collective agreement or other authorized contractual obligation.

3. RESPONSIBILITY

- 3.1. The **Mayor** or designate is responsible to:
 - 3.1.1. Approve travel, business and local mileage reimbursement requests of the Chief Administrative Officer.

- 3.2.** The **Chief Administrative Officer (CAO)** or designate is responsible to:
- 3.2.1.** Approve travel, business and local mileage claims of direct reports.
 - 3.2.2.** Direct the review of this policy at a minimum of every five years, or as often as necessary.
 - 3.2.3.** Approve individual employee travel and business expense claims greater than \$3,000 and mileage claims in excess of \$1,000. Claims may not be broken into smaller transactions (parceling) in order to meet this limitation.
 - 3.2.4.** Approve all employee travel outside North America prior to commencement.
- 3.3.** The **City Clerk** or designate is responsible to:
- 3.3.1.** Review and approve advances and reimbursement for travel, business, and local mileage expenses of all elected and appointed officials.
 - 3.3.2.** Review of the Mayor's expenses will encompass only aspects of policy/procedure compliance. Budgetary control is the responsibility of the Mayor's Office, with appropriate reporting by the Chief Financial Officer (CFO)/City Treasurer.
 - 3.3.3.** Areas of apparent non-compliance will be discussed with the elected/appointed official, and any unresolved issues will be referred to the CAO for interpretation and/or resolution which may include:
 - Additional discussion with the official.
 - Referral to the Mayor and/or City Council for direction.
- 3.4.** The **Corporate Leadership Team (CLT)** or designates are responsible to:
- 3.4.1.** Ensure departmental guidelines are established to facilitate compliance with this policy and related procedure.
 - 3.4.2.** Approve business related meal expenses, where City employees are present.
- 3.5.** The **CFO & City Treasurer** or designate is responsible to:
- 3.5.1.** Communicate the corporate travel, business and local mileage expense policy and procedure to all stakeholders.
 - 3.5.2.** Review travel advances, reimbursements, business and local mileage expenses as appropriate to facilitate compliance with this policy and associated procedure.
 - 3.5.3.** Collect feedback on the policy from all users and propose revisions to the CAO.
- 3.6.** The **Managers of Administration** are responsible to:
- 3.6.1.** Ensure all department employees are aware of the Travel and Business Expense Policy and Procedure.
 - 3.6.2.** Ensure that all employees and new hires are provided with Travel and Business Expense Policy and Procedure training.
 - 3.6.3.** Address departmental issues of interpretation of the policy and procedure.
 - 3.6.4.** Provide relevant feedback to the CFO & City Treasurer to improve the policy and/or procedure.
 - 3.6.5.** Participate with other Managers of Administration in promoting the consistent application of this policy in all departments.

3.7. Approving Authority

3.7.1. Is **defined** as the **Corporate Leadership Team** member or designate:

3.7.1.1. Having budgetary control over the general ledger chart field to be expensed, **AND**;

3.7.1.2. Having supervisory authority over the employee incurring the expenditure, **OR**;

3.7.1.3. In the absence of the normal approving authority, any approving authority at a higher level within the direct chain of command; **EXCEPT FOR** the City Clerk or designate's approval of elected and appointed officials.

3.7.2. In no circumstance can the approving authority approve his/her own advance or expense reimbursement.

3.7.3. Is **responsible** to:

3.7.3.1. Ensure funds **are available** within the approved budget.

3.7.3.2. Review and approve advances and reimbursements in accordance with this policy and related procedure.

3.7.3.3. Approve non-material administrative deviations as defined in 4.1.8.

3.7.3.4. Forward all employee travel and business expense claims over \$3,000 and mileage claims in excess of \$1,000 to CAO for approval (ref. 3.2.3).

3.7.3.5. Where the criteria for Approving Authority are met in Section 3.7.1, the placement of an issued Accounts Payable and/or Payroll stamp will act as confirmation of approval.

3.7.3.6. Ensure other relative City policies and procedures are adhered to (i.e. Purchasing Card, Code of Ethics/Conflict of Interest, etc).

3.8. Employees, Elected and Appointed Officials are responsible to:

3.8.1. Become familiar with, and develop an understanding of, this policy and related procedure in order to facilitate compliance.

3.8.2. Adhere to the Corporate Code of Ethics and Conflict of Interest Policy when conducting business or business related travel on behalf of the Corporation.

3.8.3. Comply with policies and procedures surrounding the use of corporate credit cards and provisions of the Corporate Purchasing By-Law.

3.8.4. Complete and sign all required documents pertaining to travel, business and local mileage expense, and attach all supporting invoices/receipts and forms.

3.8.5. In the event of cancellation of intended travel, notify the approving authority and promptly obtain all possible refunds for expenses incurred to date.

4. GOVERNING RULES AND REGULATIONS

4.1. GENERAL

4.1.1. Travel, business and local mileage expenditures are to be based on sound judgment and proper regard for economy.

4.1.2. Travel, business expense and local mileage claims are subject to examination by City administration and/or the City's internal or external auditors and should be completed with care, accuracy and supported by the appropriate forms, invoices and/or receipts.

4.1.3. Travel is defined as going beyond the boundaries of Essex County and/or the city limits of Detroit, Michigan.

- 4.1.3.1.** Travel Authorization and Advance Form **CS.F1.06** must be used to obtain pre-approval to travel, incur travel related expenses and/or to obtain an advance.
- 4.1.3.2.** Elected and appointed officials are exempt from obtaining pre-approval to travel via the Travel Authorization and Advance Form. When available, a copy of an alternative approval should be attached to the final reconciliation.
- 4.1.4. Local mileage** is defined as travel within Essex County and the city limits of Detroit, Michigan.
- 4.1.4.1.** Prior verbal approval is required for local travel with the exception of routine, regular travel that is inherent within job duties/responsibilities.
- 4.1.5.** When more than one traveller is attending the same event, all attendees must:
- Coordinate travel arrangements
 - Take advantage of group rates
 - Individually submit a separate travel reimbursement form where reimbursement is required
- 4.1.6.** When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense. Extended travel days require approval and must result in no additional cost to the City. Vacation, unpaid leave, or compensatory time, as applicable, must be used for the extended period.
- 4.1.7.** Summary notes must be provided within 30 days of travel to the Approving Authority for any course, conference, or seminar attended. The summary should include, but is not limited to:
- Name and dates of the event
 - Benefits to the City as a result of attendance
 - An overall review of the event, **AND**
 - A general recommendation for other City personnel
 - Summary is not required to be submitted to Finance
 - Elected and appointed officials are exempt from the summary note requirement
- 4.1.8.** A non-material administrative deviation from this policy requires written documentation and explanation by the applicant and approver.
- Examples of non-material deviations include:
 - A lost receipt (up to \$50)
 - A travel advance required greater than two weeks in advance
 - If business meal costs are greater than the amounts deemed to be reasonable
- 4.1.9.** Travel reconciliations and business expense reimbursements must be submitted within **30 days** from travel completion, or the date on which the business expense was incurred. Approved **local mileage** forms must be submitted to Payroll on a quarterly basis, no greater than three weeks after the close of each quarter.
- 4.1.10.** The City provides travel insurance under its benefits coverage, therefore additional insurance will not be reimbursed.
- 4.1.10.1.** Those without City benefits (i.e. probationary or contract employees) may be reimbursed travel insurance at the discretion of the approving authority.
- 4.1.11.** Travel and related expenses will not be reimbursed for spouse and/or other guests.

4.1.12. Non-compliance with this policy and related procedure may be subject to claim rejection and/or disciplinary action up to, and including, dismissal.

4.2. *TRAVEL ADVANCES*

- 4.2.1. Advances are intended to cover out of pocket expenses incurred during travel. Examples include meals, hotel, fuel, taxis, parking etc.
- 4.2.2. An advance will only be issued where an overnight stay is required. The preferred minimum level of cash advance is \$200.00; however lesser amounts will be advanced.
- 4.2.3. Approved advances will not be processed greater than two weeks prior to departure date.
 - 4.2.3.1. Advances should be submitted for A/P processing no later than three business days before departure, or payment will not be guaranteed.
- 4.2.4. Travel related expenses, such as flights and/or seminar registration, which require personal payment greater than two weeks prior to travel may be reimbursed via Business Expense Form. All receipts/invoices must be attached. For reporting purposes, copies are to be retained and attached to the final travel reconciliation.
- 4.2.5. Advances **will not** be issued for any portion of the travel expense related to spouse or other guests.
- 4.2.6. Travel advances resulting in \$0.00 balances (advance = actual travel costs), or amounts owed back to the City, must be reconciled. For amounts owed back to the City, payment (reimbursement) **must** be made within 30 days. The cashier's receipt must be attached to the final reconciliation.

4.3. *REGISTRATION FEES*

- 4.3.1. The City will reimburse registration fees for approved courses, seminars, and conferences that are within approved budget.
- 4.3.2. Costs for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.

4.4. *TRANSPORTATION*

- 4.4.1. The most economical and practical method of transportation should be used, while considering travel time (personal time/absence from work), accommodation and subsistence expense for each alternative. See 'Schedule A' attached, which is to be completed to include all reasonable options.
- 4.4.2. To request transportation that is not comparably the lowest cost, the traveler must justify that the premium is reasonable considering convenience and/or time factors. See 'Schedule A' attached.
- 4.4.3. Use of a personal automobile will be reimbursed at:
 - 4.4.3.1 As applicable, a per kilometer rate as determined by a collective or association agreement.
 - 4.4.3.2 In the absence of an applicable per kilometer rate determined by a collective or association agreement, the rate per kilometer will be in accordance with current year Canada Revenue Agency posted automobile allowance rates, with the following exception.
 - 4.4.3.2.1 Employees may elect to take their own vehicle **in lieu** of a lower cost rental vehicle. However, in these cases, the reimbursement will be

restricted to the maximum of the vehicle rental rate plus applicable fuel costs with supporting receipts.

- 4.4.3.3 Unless specified within a collective or association agreement, expenses relating to personal vehicles such as maintenance, repairs, insurance premiums (standard or extra), accident deductibles, etc. **will not** be reimbursed.
- 4.4.3.4 All employees, elected and/or appointed officials using their personal vehicle for City business are recommended to obtain advice on coverage from their insurer.
- 4.4.4 Use of a City vehicle is encouraged. Fuel will be reimbursed with supporting receipts. Internal departmental charges may apply.
- 4.4.5 Vehicle rental will be reimbursed at actual cost. Vehicle size should be the most economical considering distance and number of passengers. Additional insurance is not required and will not be reimbursed. **The rental contract must be registered under the name “ The Corporation of the City of Windsor – Applicant Name.”** to eligible for coverage under the City’s insurance policy.
- 4.4.6 Travel by air or rail will normally be reimbursed at the economy rate. Upgrades to business class travel are typically at the traveller’s expense, with the following exceptions:
 - 4.4.6.1 Travel by business class rail (VIA 1) may be considered for reimbursement where the cost does not exceed that of economy air travel for the same journey.
 - 4.4.6.2 Flights outside of North America in excess of six hours may be reimbursed at the business class level in recognition of the flight times involved.
- 4.4.7 The City will not reimburse employees or elected/appointed officials for personal items lost while traveling on City business.
- 4.4.8 Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. Secure complimentary lodging and/or meals, where applicable. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.
- 4.4.9 Reasonable expenses incurred for taxis or equivalent ground transportation while on City business will be reimbursed.
- 4.4.10 Employees or elected/appointed officials provided vehicle allowances are not entitled to local mileage reimbursement.

4.5 **ACCOMMODATION**

- 4.5.1 Accommodations should be selected on the basis of practical location and reasonable cost. Government or business rates should be sought.
- 4.5.2 Accommodation with relatives or friends **will not** be reimbursed.
- 4.5.3 In the event of travel cancellation, the claimant may be held responsible and not be reimbursed for ‘no show’ charges resulting from failure to cancel a hotel reservation.

4.6 **TRAVEL MEALS**

- 4.6.1 Meals will be reimbursed in accordance with *Schedule B – Subsistence Per Diem Guidelines*.
- 4.6.2 Meals, when supplied on airlines, trains, or included in registration/conference fees will not be reimbursed.

4.7 MISCELLANEOUS TRAVEL EXPENSE

- 4.7.1 Reasonable incidental expenditures will be reimbursed. Examples include: one telephone call per day home (except in cases of illness or other emergency), coin laundry, public transit, taxi, dry cleaning (when deemed necessary due to extended travel of greater than one week or unplanned overnight stays), meter parking, and internet access fees. **Itemized** receipts must be submitted when available.
- 4.7.2 Personal expenses such as souvenirs, sightseeing tours, nightclubs, spectator events, etc. will not be reimbursed.

4.8 BUSINESS MEALS

- 4.8.1 Reimbursement for meals and **non-alcoholic** beverages during staff meetings will be considered under the following criteria:
- 4.8.1.1 It is determined, by management present, to be necessary. For example, a working meeting extended beyond four hours.
- 4.8.1.2 Amounts are deemed reasonable and within approved budget.
- 4.8.1.3 **Itemized** receipts are submitted.
- 4.8.2 Business meals including third parties will be reimbursed under the following circumstances:
- 4.8.2.1 Meal is determined to be necessary for business purposes and in the best interest of the City.
- 4.8.2.2 All attendees and the business purpose are detailed on the Business Expense Form or attachment. **Itemized** receipts must be submitted. Credit card receipts, providing the vendor and total expense only, will **not** be accepted.
- 4.8.3 Facility rental fees, should no suitable City facility be available, are an allowable expense and should be paid directly to the third party by the City.
- 4.8.4 Alcohol is **not** a reimbursable expense for business meetings, social functions, or any other event attended or hosted exclusively by **City employees**, during or after business hours, on or off City premises.
- 4.8.5 For business meetings and/or social functions between City employees and third parties, alcohol may be a reimbursable expense, provided pre-approval is obtained. In deciding whether to pre-approve reimbursement for alcohol, consideration will be given to the following:
- The alcohol portion of the expense will be reasonable in relation to the number of guests and the nature of the function.
 - The expense is appropriate to the business and responsibilities of the individuals involved.
 - All attendees, the business purpose, and location are provided in writing.
 - The alcohol will be purchased and served at a premises to which a licence or permit to sell liquor, issued pursuant to the Liquor Licence Act, R.S.O. 1990, C.L.19 or other applicable legislation, applies.
 - The City's Municipal Alcohol Policy is complied with, as applicable.
- 4.8.5.1 **Itemized** receipts, and pre-approval documentation, are to accompany the Business Expense reimbursement form. Credit card receipts, providing the vendor and total expense only, will **not** be accepted.
- 4.8.5.2 Pre-approval must be obtained in writing:
- For employees - from the CAO.
 - For the CAO - from the Mayor or designate.

- Elected and appointed officials are exempt from obtaining pre-approval. All reimbursement claims must meet the criteria in **Section 4.8.5** and are subject to review by the City Clerk.

4.9 PROTOCOL EXCHANGES FOR THIRD PARTIES

4.9.1 Pre-approval to provide token exchanges and/or memorabilia to third parties may be obtained under the following conditions:

- The expense is appropriate to the business and responsibilities of the individuals involved.
- The recipient, the business purpose, and item(s) given are provided in writing.

4.9.2 Itemized receipts are to accompany the Business Expense reimbursement form. Credit card receipts, providing the vendor and total expense only, will **not** be accepted.

4.9.3 Should the above conditions be met, pre-approval must be obtained in writing:

- For employees - from the CAO.
- For the CAO - from the Mayor, or designate.
- Elected and appointed officials are exempt from obtaining pre-approval. All reimbursement claims must meet the criteria in **Section 4.9.1** and are subject to review by the City Clerk.

4.10 OTHER BUSINESS EXPENSE

4.10.1 The Corporate Leadership Team or designates may, at their discretion, contribute reasonable amounts towards retirements, employee departures, significant accomplishments, etc. as a means of promoting goodwill and positive morale amongst employees.

4.10.2 Reasonable and necessary emergency incidental expenditures, incurred while carrying out one's job duties, will be reimbursed with supporting itemized receipts.

4.10.3 Charges incurred while using a personal cell phone for business use may be reimbursed provided an original copy of the cellular bill is submitted with the expense form. There is no reimbursement for monthly access charges and/or annual license fees.

4.10.4 Attendance at social events (including sports events, concerts, tours, etc.), or charitable venues will not be reimbursed. Exceptions may include community and/or 'guest speaker' events where City representation is expected and/or attendance will provide a benefit to the City.

5. RECORDS

5.1 Travel Authorization and Advance Form **CS.F1.06** must be attached to Travel Expense Reimbursement Form **CS.F2.06** and will become an accounts payable document to be retained in accordance with the Records Retention By-law.

5.2 Business Expense Voucher/Third Party Payment Form **CS.F4.06** becomes an Accounts Payable document to be retained in accordance with Records Retention By-law. Copies relating to third party payments must be retained for attachment to the Travel Expense Reimbursement Form **CS.F2.06**.

5.3 Local Mileage Reimbursement Form **CS.F3.06** becomes a payroll document to be retained in accordance with Records Management Policy.

6. REFERENCES AND RELATED DOCUMENTS

- 6.1** Travel and Business Expense Procedure CS.B6.06
- 6.2** Code of Ethics/Conflict of Interest Policy
- 6.3** Fraud Policy and Protocol
- 6.4** Purchasing By-Law
- 6.5** Purchasing Card Program Policy
- 6.6** Municipal Alcohol Policy – City of Windsor 2008
- 6.7** Form CS.F1.06 – Travel Authorization & Advance
- 6.8** Form CS.F2.06 – Travel Expense Reimbursement
- 6.9** Form CS.F2.06 – Travel Expense Reimbursement U.S. Dollar
- 6.10** Form CS.F3.06 – Local Mileage Reimbursement
- 6.11** Form CS.F4.06 – Business Expense Voucher/Third Party Payment

7. ATTACHMENTS

- 7.1** SCHEDULE A – Travel Mode Selection
- 7.2** SCHEDULE B – Subsistence Per Diem Guidelines
- 7.3** SCHEDULE C – Other Allowances

SCHEDULE A**Travel Mode Selection (Complete for all reasonable options)**

The following chart demonstrates estimated total travel expense in comparison between reasonable transportation modes.

DESCRIPTION OF COSTS	AIR	RAIL	PERSONAL VEHICLE (NOTE 1)	VEHICLE RENTAL (NOTE 1)	CITY VEHICLE	OTHER (BUS, ETC)
TRANSPORTATION	\$550	\$180	\$390	\$40.55 (Full Size)		\$130
ACCOMMODATION	0	200	0	0		200
MEALS	75	150	75	75		150
FUEL	0	0	0	67		0
OTHER	40 (Taxi)	40 (Taxi)	40 (Parking)	40 (Parking)		40 (Taxi)
TOTAL	\$665	\$570	\$505	\$222.55		\$520
<i>NOTE 1:</i>	<i>Vehicle rental must be completed if Personal vehicle is an option</i>					
COMMENTS AND CONSIDERATIONS :	<p>Traveler wishes to spend only one day in Toronto for a full day conference.</p> <ul style="list-style-type: none"> • Vehicle rental is the lowest cost alternative, but will require 8 hours of driving in addition to the seminar. • Air is the most expensive option, but meets the goal of same day departure and return. • Bus and rail are less expensive than air, but may result in an extra day's absence from work. 					

SCHEDULE B**Subsistence Per Diem Guidelines**

(*Taxes and gratuities included)

Meal	Amount *	Guidelines
Breakfast	\$15.00	If an employee is required to depart before 6:00 am and/or overnight stay.
Lunch	\$25.00	If an employee is required to depart before 12:00 noon and/or overnight stay.
Dinner	\$35.00	If an employee is unable to return home until after 6:00 pm, or an overnight stay.

SCHEDULE C

Other Allowances

1. Personal vehicle reimbursement will be per Section 4.4.3.
2. Councillors allowance per diem – out-of-town travel - **\$50.00**.