



# CULTUS LAKE PARK

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## Corporate Policy

Section:	
Sub-Section:	
Title:	<b>TRAVEL EXPENSE</b>

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### APPROVALS

Approval Date: September 11, 2013	Approved by: CLPB
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

## 1. POLICY STATEMENT

The Cultus Lake Park Board recognizes the importance of conferences, conventions and professional development opportunities. Commissioners and staff shall be reimbursed when engaging in Park business or attending conferences, courses or meetings as a representative of Cultus Lake Park.

## 2. ELEGIBLE EXPENSES

Expenses for attendance at training sessions, seminars, conferences, business meetings, etc. shall be as follows:

### 2.1 Transportation

- (i) Where possible, the method of transportation which is the most economical shall be employed, and travelers are encouraged to request the lowest rate possible or a government rate when booking.
- (ii) When the use of a private vehicle is necessary, reimbursement shall be paid at the per kilometer rate approved annually by Canada Revenue Agency.
- (iii) Air transportation will be reimbursed at actual economy airfare rates.
- (iv) All other expenses relating to transportation such as train/taxi/bus fares, parking fees, airport taxes, highway tolls, ferry fees and other such related charges shall be paid as necessarily incurred and supported by receipts.

### 2.2 Accommodation

- (i) When booking or using commercial accommodation, the lowest rate or government rate is to be requested; however at conferences and workshops, the 'conference hotel or block rate' negotiated by the organizers is acceptable as those are closest to the function.
- (ii) Accommodation costs may be claimed on the basis of actual costs including associated parking and telephone, internet or other costs relative to Park business, plus applicable taxes, with supporting, original receipts.
- (iii) Anyone staying with friends or family while on travel status outside the local area will be reimbursed \$30.00 per night. A receipt is not required.

### 2.3 Meals

- (i) Meal per diem may be claimed for trips of greater than one half day away from the local area. Prorated meal amounts must be deducted *for any meal costs not incurred* due to:
  - (a) late departure or early arrival home, and/or
  - (b) a registration fee including the cost of a meal, and/or
  - (c) any similar circumstances.
- (ii) For prorating the daily meal per diem, the following breakdown applies:

Breakfast:	\$20
Lunch:	\$30
Dinner:	<u>\$40</u>
Total:	\$90
- (iii) When no overnight travel is involved and it is not practical to obtain a receipt, a meal cost may be claimed based on the prorated per diem allowance amount (see 2.3ii) Costs for guest meals will be reimbursed when the meal is directly related to Park business.

- (iv) With receipted meal expense claims it is an acceptable practice to provide a gratuity to the server. Gratuities are eligible expenses for which reimbursement shall be paid as follows:
  - (a) a maximum of 15% of each meal allowance may be claimed;
  - (b) a standard set rate as charged by the hotel may be claimed.Room service is discouraged where another meal option is readily available.

#### 2.4 Registration Fees

- (i) All fees for workshops, conferences and other events that are approved will be paid.
- (ii) Fees for registration for training sessions, seminars, conferences etc. shall be paid in full for each authorized and approved registrant, in advance and directly to the sponsoring organization where time permits.

#### 2.5 Costs Not Eligible

- (i) The following expenses will not be reimbursed:
  - (a) Overnight accommodation within the immediate local area
  - (b) Traffic fines or parking tickets
  - (c) Vehicle repair, towing or accident costs
  - (d) Costs reimbursed by another organization or source
  - (e) Spouse or partner travel and/or meal costs
  - (f) Personal expenses which are determined to be in excess of expense policy limits, to be lacking adequate documentation or beyond the scope or intent of the policy.