

Village Of Cache Creek

Policy No. B-16

Expense Reimbursement

Date Approved by Council:

September 5, 2023

Effective:

September 5, 2023

Date Amended by Council:

Effective:

Policy Statement:

The Village of Cache Creek Council values training, professional development, and representation at meetings as a benefit to the organization and the public it serves. This policy guides efficient use of staff time and village resources to support the work of the organization.

Purpose:

This policy provides the acceptable expense reimbursement processes and rates for those covered by this policy including Council Members, employees, and authorized personnel. Expenses must be incurred only while on authorized Village business.

This policy repeals and replaces Policy No. B-9: Council Expenses and all amendments thereto, and Policy No. B-6: Employee & Fire Department Expenses and all amendments thereto.

Procedures

1) Employees and Authorized Personnel

- a) All official Village travel by Employees and Authorized Village Personnel must be approved in advance in writing using the following forms:
 - i) Village of Cache Creek Travel Authorization and Expense Claim Form (Appendix A)
 - ii) Village of Cache Creek Application for Training Form (Appendix B)
 - iii) Village of Cache Creek Travel Allowance Authorization Form (Appendix C)
 - iv) Village of Cache Creek Council Travel and Meeting Report (Appendix D)

Appendices A, B, and C are fluid documents that change any time Canada Revenue Agency rates change, and as such are not included in hard copy in this policy. Staff, volunteers and Council can request the current versions from the office.

- b) All official Village travel for individuals covered by this section of the policy must be pre-authorized, and approved two weeks before the travel commences.
- c) Employees and other Authorized Village Personnel (excluding Fire Department members) must receive written approval of their form/s by the Chief Administrative Officer, or in their absence, by the Chief Financial Officer.
- d) Fire Department members must receive written approval of their form/s by the Fire Chief or their designate, and following that approval, forms must also be counter-signed by the Chief Administrative Officer, or in their absence, by the Chief Financial Officer.
- e) The Fire Chief must receive written approval of their form/s by the Chief Administrative Officer, or in their absence, by the Chief Financial Officer.
- f) The Chief Administrative Officer must receive written approval of their travel form/s in advance by the Mayor, or in the Mayor's absence, by the Deputy Mayor.
- g) Approval will depend on funding availability and other factors.
- h) Individuals on approved Village business will ensure that they fulfill their duty to attend all events whenever possible to do so.
- i) Any individual who receives funding from the Village to attend training, professional development, or conferences but does not complete full attendance will explain, in writing, what training or sessions were not attended, and the reason for the non-attendance, and submit this explanation to the person who approved their forms.

2) Council Members

- a) All official Village travel and expenses by Village of Cache Creek Council members must be approved by Council in advance.
- b) Annual Union of British Columbia Municipalities (UBCM) and Southern Interior Local Government Association (SILGA) conferences will be supported for all Council Members through the Village budget and are therefore pre-approved and do not require an additional Council resolution.
- c) Activities connected with annual UBCM or SILGA conferences that are not included in regular registration costs will require separate Council approval.
- d) Council will ensure that the Village budget supports additional training costs that may occur in the first year of a new term in office.
- e) Council will consider all other Council expenses as they arise, and will ensure that these costs are reflected in the budget.
- f) Council members appointed to outside committees by Council resolution will be eligible to receive coverage for expenses for travel/meals as outlined in this policy that are not covered by the outside organization up to a maximum of \$250.00 per year per organization. Annual amounts over this limit will require a Council resolution. This amount is not intended to include overnight trips, which require Council approval.
- g) Council members may receive expense coverage for dependent care. Coverage will be actual cost with receipt up to \$30.00 per council meeting or \$150.00 per day from one or more caregivers. This expense will have a maximum of \$2500.00 per year.
- h) Council members may claim a taxable amount of \$120.00 per day, or \$60.00 per half day (defined as 5 hours or less), for time out of the community on village business.

- i) Council members will provide a written report following travel to conferences or professional development. The report will consist of a brief point-form summary of information that they believe may be of benefit to the rest of Council. These reports will appear on the appropriate meeting agenda. Attached additional information may be included. Council members may use the template (Appendix D) for this report.

3) **General Regulations**

The following is applicable for all individuals applying for reimbursement of an expense.

- a) Registration fees – The Village will pay registration fees as approved in advance. A receipt or other proof of payment must be attached to the claim form if the fees are a part of the expenses being claimed.
- b) Training Materials – The Village will pay for course materials, such as training manuals, as approved in advance. A receipt or other proof of payment must be attached to the claim form if this cost is being claimed.
- c) Travel
 - i) Whenever practical, carpooling will be used.
 - ii) The person providing the personal vehicle for the carpool will be the only person to be reimbursed the mileage expense for the trip. Other carpool members should be listed on the forms for year end reporting purposes.
 - iii) The person providing a personal vehicle for carpool will take it upon themselves to ensure that all aspects of the vehicle are well maintained, adequately insured, and that the vehicle is suitable and prepared for the season, road conditions, and terrain.
 - iv) Shared rides obtained from outside the Village of Cache Creek organization may not be claimed for mileage.
 - v) The Village is not responsible for loss or damage to private vehicles utilized for Village travel.
 - vi) Carpool travel is utilized at each person's own risk. Compensation for injury is not the responsibility of the Village of Cache Creek.
 - vii) In the case of travel by air, rail, or sea actual economy fares may be claimed with receipt. Effort should be made to take advantage of special fares (i.e. Advance booking or discounts).
 - viii) The most economical means of travel must be utilized particularly for long trips.
 - ix) Private automobile mileage claims will be reimbursed at current Canada Revenue Agency rates.
 - x) Mileage will be calculated utilizing the Village of Cache Creek Mileage chart or in the event of extraordinary mileage during travel a Mileage Log must be used.
- d) Meals
 - i) Meal costs incurred will be reimbursed up to current Canada Revenue Agency rates.
 - ii) Receipts must be submitted for all meals.
 - iii) If meals are provided by the event the meal cannot be claimed, except where there is a medical reason why meals provided by an event cannot be eaten. Exceptions must be made in advance when possible.
 - iv) Meals may only be claimed if travel begins before 8AM (or earlier than the usual workday start time for Village employees) to claim breakfast, arrival after 12PM to claim lunch, or arrival back in the community after 6PM for dinner.

- v) Meal expenses are intended to cover food and non-alcoholic beverages. Receipts including alcoholic beverages will have those items deducted from the total reimbursement.
- e) Lodging
 - i) Bookings will be made at the government rate whenever available.
 - ii) Lodging will be reimbursed at the single room rate. Extra charges for additional guests may not be claimed.
 - iii) Extra room charges (movies, mini-bar, etc.) will not be covered.
 - iv) Rooms will be booked at the location of the conference or special event as soon as possible.
 - v) Private lodging, or self-provided lodging will be paid at current Canada Revenue Agency Rates.
 - vi) Damages, losses, or other incidents because of accommodations or travel are not the responsibility of the Village.
- f) Incidentals, special expenses, or circumstances
 - i) Any essential costs not covered by the policy above may be claimed providing there is a receipt. These will be paid at the discretion of the approving person.
 - ii) Taxi, street parking, transit, and fees are examples of incidentals that are covered.
 - iii) Parking or speeding tickets and avoidable penalties or fines are not covered.
 - iv) Expenses or considerations not covered by this policy that are essential to the travel may be claimed. The claim for this special expense will only be paid at the discretion of the approving person if not approved in advance.
 - v) Advances for travel are available providing they are requested two weeks before they travel begins when the travel is approved in advance. The advance must not be more than the approved travel amount.
- g) Reimbursement of claims
 - i) Where possible, all claims shall be submitted to the CFO within 15 days of travel and include all relevant documentation.
 - ii) Issues arising from claims/forms will be brought back to the claimant before payment is issued.

APPENDIX D

Meeting/Training Title: [Insert Title]

Date: [Insert Date]

Time: [Insert Time]

Location/Platform: [Insert Location/Platform]

Attendees:

[Insert Name]

Meeting/Training Objectives:

[Insert Objective 1]

Key Discussion Points:

[Insert Discussion Point]

[Insert Details]

[Insert Action Items]

Decisions Made:

[Insert Decision 1]

Action Items:

[Insert Action Item 1]

Assigned to: [Insert Name]

Deadline: [Insert Deadline]

Follow-Up Steps:

[Insert Follow-Up Step 1]

Responsible Party: [Insert Name]

Deadline: [Insert Deadline]

Additional Notes:

[Insert any relevant notes or observations]

Next Meeting/Training Date: [Insert Date]

Next Meeting/Training Objectives: [Insert Objectives]

Attachments/Documents:

[Insert any relevant attachments or documents]

This template can be customized and expanded as needed to suit the specific requirements and structure of your meeting or training session. It provides a clear and organized way to summarize important information and action items for future reference.