

# Village Of Cache Creek

## Policy No. B-6

### Employee & Fire Department Expenses

**Date Approved by Council:**

March 27, 2000

**Effective:**

March 28, 2000

**Date Amended by Council:**

October 9, 2001

March 24, 2003

March 8, 2004

September 6, 2005

August 19, 2019

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**Policy Statement:**

All travel on Village of Cache Creek business by Employees and Fire Department members shall be reimbursed pursuant to the provisions of this policy.

**Purpose:**

To establish the method of reimbursing Employees and Fire Department members for travel expenses incurred while travelling on Village of Cache Creek business.

**Attachments:**

Village of Cache Creek Travel Authorization and Expense Claim Form

Village of Cache Creek Application for Training Form

**Procedures:**

Employees and Fire Department members shall be reimbursed for expenses incurred when travelling as a representative of the Municipality beyond its boundaries to attend a course or convention, with the following procedures:

1. All official travel must be authorized, in writing, using the “*Village of Cache Creek Travel Authorization and Expense Claim*” (see Appendix A).
2. All claims must be approved at least one week prior to the travel commencing.
3. All Employee Travel Claims must be approved by the Chief Administrative Officer, or in their absence, the Chief Financial Officer. All Fire Department Member travel claims must be approved by the Fire Chief and counter-signed by the Chief Administrative Officer or their designate.
4. Travel by the Chief Administrative Officer must be approved by the Mayor, or in the Mayor’s absence, the Deputy Mayor. Travel by the Fire Chief must be approved by the Chief Administrative Officer, or in their absence, the Chief Financial Officer.
5. Advances may be granted to cover the costs of anticipated expenses to an amount not to exceed the estimated costs.
6. All required receipts must be turned into the Chief Financial Officer to support the claim.

7. If expenses are related to training or conferences, the “*Village of Cache Creek Application for Training*” form must be completed rather than the “*Village of Cache Creek Travel Authorization and Expense Claim*”. The Chief Administrative Officer, or in their absence, the Chief Financial Officer, has the authority to approve applications for training if funding is available in the current approved budget.

#### Registration

The Village will pay registration fees as stated by a receipt or registration form.

#### Travel

1. Air, Bus, Rail – Actual economy fares. Every effort should be made to take advantage of special fares (i.e. advance booking, etc.).
2. Private Automobile at rate determined annually by the Canada Revenue Agency in their listed Automobile Allowance Rates. Wherever possible and practical, a Village vehicle should be used.
3. Mileage will be reimbursed as per the attached mileage chart or as approved by Cache Creek Council.

#### Meals

		Greater Vancouver, Whistler & Capital areas
• Breakfast -	\$19.45	\$22.40
• Lunch -	\$19.20	\$22.10
• Dinner -	<u>\$48.15</u>	<u>\$55.40</u>
TOTAL -	\$86.80 / day	\$99.90 / day

(Rates based on those determined by the Canada Revenue Agency Meals and Allowances Rates listing, with a 15% increase added to the base rate for travel to the Greater Vancouver, Whistler or Capital areas.)

1. Should a claimant be required to be at a location before his/her normal work starting time on the first day of approved travel the claimant will be entitled to claim for breakfast expenses.
2. Should a claimant not be able to travel to his/her home and arrive before 6:00 p.m. in the evening on the last day of approved travel the claimant will be entitled to claim for dinner expenses.
3. Receipts are not required for meals.

#### Accommodation

The actual cost of a single standard room shall be covered. The claimant will be responsible for any extra room charges such as mini-bar or movie rentals.

#### Incidentals

Reasonable expenses directly related to the approved travel (i.e. Airport Fees, parking, taxis, etc.) may be reimbursed provided that receipts support them.

### Special Expenses

Special expenses not specifically covered under this policy, but that are directly related and part of the event that the approved claim covers, may, at the discretion of the Chief Administrative Officer, or in their absence, the Chief Financial Officer, be approved. Request for such approval must be made prior to travel taking place.