Rural Municipality of West River
Travel and Expense Policy
Policy # 2021-01

BE IT ENACTED by the Council of the Rural Municipality of West River as follows:

1.   Title

1.1   This Policy shall be known as and may be cited as the "Travel and Expenses Policy."

2.   Purpose

2.1   The Rural Municipality of West River is committed to operating in a transparent manner. This Travel Expense Policy establishes the requirements associated with attending meetings, conferences, conventions, and seminars on behalf of the Municipality to ensure that municipal funds are used appropriately. In addition, the Rural Municipality of West River is committed to sharing information about travel expenses claimed by council members associated with their role on Council.

3.   Policy Principles

3.1   The Rural Municipality of West River is committed to a consistent process for approving expenses associated with attendance at meetings, conferences, conventions, and seminars on behalf of the Municipality.

3.2   This policy establishes standards to ensure that travel expenses are reasonable and necessary to promote the Municipality's interests.

3.3   Expenses claimed by Council members associated with their role on Council and attendance at meetings, conferences, conventions, seminars, or similar events shall be routinely disclosed.

4.   Responsibilities

4.1   The Standing Committee of Council responsible for the financial administration (Finance Committee) is responsible for administering this policy.

4.2   The Chief Administrative Officer is responsible for maintaining, monitoring, applying, and implementing this policy.

5.   Policy

5.1   No mileage will be paid to the Mayor and Councillors for attendance at Council meetings, council committee meetings, meetings held within insert municipal name municipal boundaries.

5.2   No meal allowances will be paid to the Mayor and Councillors for attendance at Council meetings, council committee meetings, meetings held within insert municipal name municipal boundaries.

5.3   Council adopted the mileage rate established by CRA for rates payable in cents per kilometre for the use of privately owned vehicles driven during business travel to be paid to employees who use their private vehicle to carry out municipal business. The Council may establish an appropriate monthly kilometre allowance to reimburse an employee for using a private vehicle.

5.4   Council members and employees are responsible for obtaining approval from Council to travel to and/or attend meetings, conferences, conventions, or events before any travel expenses are incurred unless this authority is delegated to the Chief Administrative Officer who may approve travel requests for employees. An estimated budget shall accompany all requests.

5.5   The Municipality shall consider alternatives to travel wherever practical. Video or teleconferencing should be considered as a way of participating in meetings, training, and workshops if available.

5.6   The most direct, economical, and time-efficient mode of transportation shall be utilized.

5.7   Vehicle rental is permitted if required to get to the destination or to conduct business at the destination, and no other reasonable ground transportation (public transit, taxi, limousine service, etc.) is practical or cost-effective.

   (a)   A compact vehicle must be leased unless three or more persons are travelling together.

   (b)   Adequate insurance (Collision and Comprehensive and Third-Party Liability) must be put in place for all drivers either by renting the vehicle using a credit card with an insurance option or purchasing a policy from the rental agency. The applicable deductible must be the lowest available. The Municipality shall reimburse the traveller for the rental of the vehicle, including the insurance premium cost.

5.8   If an employee or Council member is approved to travel on municipal business and accommodation away from the employee's or Council member's regular place of domicile is required, the employee or Council member may claim the actual accommodation cost a single room rate.

5.9   If an employee or Council member chooses private accommodation (i.e., staying with friends or relatives) rather than staying at a hotel, they may claim up to a max of $40.00 per night and no receipt is required.

5.10   Costs for meals shall only be paid if employees or Council members are attending meetings for the one-half day or more or are attending conferences, conventions, meetings, seminars or public hearings during the weekend or holidays, or when employees or Council members are required to attend formal full-day conferences, conventions, meetings, seminars, or public hearings and where meals are an integral part of the proceedings.

5.11   A meal allowance shall not be paid to an employee or Council member with respect to a meal that is provided.

5.12   It shall be the responsibility of each employee and Council member to submit to the Chief Administrative Officer a completed Expense Claim Form for each event attended for approval. Receipts showing HST must accompany the completed expense claim form. Where the employee or Council member certifies that the receipt was lost, accidentally destroyed or unobtainable, a personal declaration may replace the receipt.

5.13   The Municipality shall routinely disclose any travel, hospitality, meals, meeting, and conference expenses incurred by a Council member while acting on behalf of the Municipality.

5.14   The travel expense will be reimbursed only by submitting the expense form (Appendix A).

5.14   The kilometre reimbursement will be processed only by submitting the Kilometer Claim Form (Appendix B).

Appendix A

Rural Municipality of West River

Expenses Claim Form

Name: _____

Date	Description	Receipt	Amount
Number of Receipts			
Total Payable			

Requestor Signature _____   Date _____

Approved by _____

Approved by _____

Appendix B

Rural Municipality of West River

Kilometer Claim Form

Name: _____

Date	Beginning	Ending	Daily Total	Note
Kilometer Rate Payable				
Total Kilometer				
Total Payable				

Requestor Signature _____   **Date** _____

Approved by _____

Approved by _____