

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C.
V4B 1Y6



POLICY TITLE: **BUSINESS TRAVEL and EXPENSE POLICY**

POLICY NUMBER: **FINANCE - 325**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment: N/A</i>
<i>Council Resolution Number:</i>	
<i>Originating Department: Finance</i>	<i>Date last reviewed by: N/A</i>

1. CONTEXT AND PURPOSE

The purpose of this policy is to establish a framework and guidelines for the purchase and reimbursement of approved business and travel expenses incurred on behalf of the City of White Rock (the "City") while on authorized City business. The policy will:

- a. define approved reasonable business and travel expenses and establish responsibility for the approval of business and travel expense reimbursements.

2. SCOPE

This policy covers the purchase and reimbursement of reasonable business and travel expenses incurred while on authorized City business. This policy applies to all employees of the City, all Council members, and to individuals associated with and/or working on behalf of the City.

In the event of a discrepancy between this policy and the City's Collective Agreement with either CUPE or IAFF, the Collective Agreement shall prevail.

3. POLICY PRINCIPLES

- a. General
 - i. The City will accept and reimburse approved travel and business-related expenses that are reasonable, properly reported, and comply with the

related Staff Administrative Directive # 209 – Business Travel & Expenses. If purchased or claimed expenses exceed reasonable costs, only the reasonable portion will be accepted or reimbursed.

- ii. Preapproval is required for the following:
 - a. business travel outside of the [Metro Vancouver Regional District](#) that requires overnight accommodation; and
 - b. hospitality expenses.
- b. Departments may have additional restrictions on travel and business expenses which will be communicated from and monitored by the respective departments or department Directors.
- c. Any request for exception to this policy must be provided for approval to the Director, Financial Services and Chief Financial Officer (the “CFO”) or designate and to the Chief Administrative Officer (the “CAO”) for expenses claimed by the CFO and/or Council members. Reimbursement outside the scope of this policy is determined at the discretion of the CFO, or the CAO for expenses related to the CFO and Council members, subject to the rationale provided for the exception.
- d. Travel
 - i. Eligible expenses are listed in Appendix A of the Staff Administrative Directive # 209 – Business Travel & Expenses.
 - ii. Allowable meal / per diem expenses while on Travel Status are listed in Appendix A, Table A1 of the Staff Administrative Directive # 209 – Business Travel & Expenses.
 - iii. Employees should consider alternatives to travel whenever possible to avoid incurring any unnecessary travel expenses.
 - iv. In planning for international travel, consideration is given to the travel advice and advisories provided by the [Government of Canada](#).
 - v. Flexible Travel Arrangements are permitted as long as no additional expenses are incurred by the City.
 - vi. Travelers should use the most direct and economical method, with consideration of effective use of time.
- e. Business Expenses
 - i. Eligible business expenses are listed in Appendix A, Table A2 of the Staff

Administrative Directive # 209 – Business Travel & Expenses.

- ii. Appendix A, Table A2 of the Staff Administrative Directive # 209 – Business Travel & Expenses outlines eligible mileage expenses as well as additional parameters for claiming mileage for reimbursement.
- iii. City gifts for employees, students, speakers and guests are reimbursable for retirements, special achievements and similar purposes up to the maximum provided in Appendix A, Table A2 of the Staff Administrative Directive # 209 – Business Travel & Expenses.

Gifts of alcohol or gift cards of a direct supplier of alcohol are not reimbursable.

- iv. Honoraria payments are reimbursable and considered token payments for services. In addition, honoraria must adhere to the following criteria:
 - a. the work does not contravene the contracting out provisions of a collective agreement;
 - b. the work is generally infrequent or one-time in nature; and
 - c. the work does not exceed the maximum outlined in Appendix A, Table A2 of the Staff Administrative Directive # 209 – Business Travel & Expenses.

f. Gifts, Favours and other Complimentary Items

Requesting or accepting, either directly or indirectly:

- a. gifts
- b. favours
- c. services
- d. other complimentary items, including prizes awarded at work-related conferences and seminars,

from any individual or organization that would not have been offered if not for the staff's/Council member's position with the City, or where receiving the complimentary item could be reasonably seen as compromising the staff's/Council member's objectivity, other than:

- a. the normal exchange of hospitality between persons doing business together

- b. token exchanges as part of protocol
- c. the normal presentation of gifts to persons participating in public functions
- d. the normal exchange of gifts or hospitality between friends
- e. the staff/Council member has used their own (personal) funds to purchase 50/50 tickets or to participate in a silent auction at a work-related event or seminar

Should not be accepted. Any item accepted with a value greater than \$100 must be reported to the staff member's director, or CAO in the case of directors and Council members, and will become property of the City. Gifts of cash, negotiable instruments, securities, personal loans, airline tickets, use of a vacation property, or multiple gifts from the same source over a short period of time may not be accepted.

4. RESPONSIBILITIES

- a. Employee responsibilities:
 - i. To obtain one-over-one pre-approval for any travel outside of the [Metro Vancouver Regional District](#).
 - ii. To obtain the approval of the employee's direct supervisor, or in the case of the CAO the approval of the CFO or delegate, who has expense approval authority to certify that travel expense claims are correct, complete and comply with the Policy and the Staff Administrative Directive # 209 – Business Travel & Expenses.
 - iii. Submission of original, itemized receipts and proof of associated pre-approval for travel outside the [Metro Vancouver Regional District](#) is required for expense reimbursement, unless otherwise stipulated in the Policy or the Staff Administrative Directive # 209 – Business Travel & Expenses (i.e. meal / per diem while on travel status).
 - iv. To obtain appropriate insurance relating to health, rental vehicle, and equipment, including suitable personal vehicle insurance if a personal vehicle is used for business purposes.
 - v. To adhere to the following:
 - a. Policy # 301 – Procurement of Goods & Services
 - b. Policy # 404 – Employee Code of Conduct

- c. Staff Administrative Directive # 209 – Business Travel & Expenses
 - d. Staff Administrative Directive # 107 – Procurement of Goods & Services
 - e. Staff Administrative Directive (# 205) – Purchase Cards
- vi. To demonstrate fiscal responsibility for the use of any City resources or facilities.
- b. Signing Authority officers are responsible for:
- i. Approving requests before expenses are incurred; and
 - ii. Determining and/or ensuring that the expense is reasonable, appropriate and is a supported business or travel expense.
- c. Financial Services is responsible for the administration of this policy and the related Staff Administrative Directive # 209 – Business Travel & Expenses. The CFO will provide interpretation of and/or clarification on items not specifically addressed in this policy and/or the related procedures.

5. DEFINITIONS

Refer to the related Staff Administrative Directive # 209 – Business Travel & Expenses for definitions which will enhance the reader’s interpretation of this Policy.

6. RELATED CITY POLICIES AND STAFF ADMINISTRATIVE DIRECTIVES

- Policy # 301 – Procurement of Goods & Services
- Policy # 404 – Employee Code of Conduct
- Staff Administrative Directive # 209 – Business Travel & Expenses
- Staff Administrative Directive # 107 – Procurement of Goods & Services
- Staff Administrative Directive (# 205) – Purchase Cards