



## BUSINESS TRAVEL EXPENSE POLICY

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<b>Policy Number:</b>	13.211.03 2023PO
<b>Policy Review:</b>	Every 5 Years or upon Legislative Change
<b>Policy Owner (Dept.):</b>	Finance
<b>Reference(s):</b>	Procurement Policy Corporate Credit Card Use Policy Canada Revenue Agency (CRA) Meal and Mileage allowances

### 1. PURPOSE OF POLICY

- 1.1. To ensure fair and consistent treatment of employees and other persons travelling or conducting authorized City business.

### 2. POLICY STATEMENT

- 2.1. City employees, Council and members of Lacombe Police Services will be reimbursed for reasonable expenses incurred while representing the City, engaging in official City business, attending meetings, conferences, seminars, or other training opportunities, according to the approved rates and procedures, consistent with Canada Revenue Agency requirements.
- 2.2. The intent of this Policy is that claimants are neither enriched nor impoverished from incurring business expenses while engaging in City business.
- 2.3. All expenses should be reasonable and made in the City's best interests.

### 3. APPLICABILITY

- 3.1. This Policy applies to City of Lacombe Council members, employees, Lacombe Police Service members, and approved Committee volunteers.

### 4. AUTHORITY

- 4.1. Authority is delegated to the CAO to ensure policy compliance by Administrative staff.

### 5. DEFINITIONS AND ABBREVIATIONS

- 5.1. **Approved Committee Volunteers** shall mean individuals whom Council has appointed to a City Committee.
- 5.2. **Approver** shall mean individuals responsible for reviewing and approving expense claims.
- 5.3. **CAO** shall mean the Chief Administrative Officer of the City of Lacombe.

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- 5.4. **Cardholder** shall mean a City of Lacombe employee, Council Member or member of Lacombe Police Service who holds a credit card issued on behalf of the City of Lacombe.
- 5.5. **City** shall mean the City of Lacombe.
- 5.6. **Claimant** shall mean a person submitting a claim for eligible expenditures.
- 5.7. **Council members** shall mean elected officials, including the Mayor.
- 5.8. **CRA** shall mean Canada Revenue Agency
- 5.9. **Employees** shall mean individuals who are employed by the City of Lacombe.
- 5.10. **Lacombe Police Service Members** shall mean individuals sworn as police officers performing duties in the City of Lacombe through the Lacombe Police Service.
- 5.11. **Proof of Expenditure** shall mean an itemized receipt (with all gratuity and tax details) as well as the credit or debit receipt showing the full amount paid.
- 5.12. **Per Diem** refers to a daily allowance paid to employees to cover costs incurred while on a business travel.

## 6. ROLES AND RESPONSIBILITIES

- 6.1. Council
  - 6.1.1. Approve Policy.
  - 6.1.2. Comply with this Policy.
- 6.2. Mayor
  - 6.2.1. Review and approve Council members expense claims in accordance with this policy.
  - 6.2.2. Review and approve CAO expense claims, in accordance with this policy.
- 6.3. Deputy Mayor
  - 6.3.1. Review and approve the Mayor's expense claims, in accordance with this policy.
- 6.4. Chief Administrative Officer
  - 6.4.1. Comply with this Policy.
  - 6.4.2. Ensure staff compliance with this Policy.
  - 6.4.3. Review and approve direct reports reimbursements of authorized business travel expenses in accordance with this Policy.

## 7. POLICY DETAILS

### 7.1. General Considerations

- 7.1.1. All expenses reimbursed through this Policy are public funds, and subject to public accountability. Expenses must be reasonable and stand up to public scrutiny when disclosed.
- 7.1.2. Whenever possible, cardholders shall use their corporate credit card to pay for expenses such as registrations, travel, and expenses that would be incurred by themselves or by their staff. Personal credit cards are only to be used for expenses if a corporate credit card is unavailable.
- 7.1.3. Proof of expenditures must be submitted for reimbursement except when a meal per diem or mileage allowances is claimed.
- 7.1.4. An expense claim form shall be completed and submitted to the claimant's approver, along with detailed receipts (exception when per diems are claimed) and other supporting documentation for all eligible expenses. Expense claims must be submitted to Finance within 60 days of the expenses being incurred.
- 7.1.5. Approvers are made aware of Travel, Hospitality, Conferences and Events and exceptions in advance of the expenditure.
- 7.1.6. If requested by the Approver, rationale supporting the expenditure's relation to City Business may be required for reimbursement.

### 7.2. Eligible Expenses

- 7.2.1. Meal costs will be covered when:
  - 7.2.1.1. They are not covered as part of the event being attended on behalf of the City.
  - 7.2.1.2. While travelling on City business.
  - 7.2.1.3. While meeting with external or internal stakeholders to discuss City business.
- 7.2.2. Transportation costs such as bus tickets, airline tickets, taxi fare, rideshare fees.
- 7.2.3. Reasonable costs for seat selection, insurance and transportation of luggage, when using an airline.
- 7.2.4. Mileage costs when using personal vehicle for business use based on reasonable mileage rates set by the Canada Revenue Agency (CRA) and updated annually.
- 7.2.5. Meal Allowances set by the CRA and updated annually.
- 7.2.6. Accommodation costs such as hotels or other accommodation arrangements.

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7.2.7. Other expenditures previously authorized by the claimant's approver.

### 7.3. Ineligible Expenses

7.3.1. Alcohol, tobacco, marijuana, or similar items

7.3.1.1. Staff and Council will use their own private funds to pay for alcohol purchases at conferences and gatherings. The exception is when a member of Council or staff is acting in a hosting or ambassador role for the City. Approval is required prior to the event, in writing, and must be approved by both Mayor and the CAO in advance of the expenditure. In the case that the Mayor or CAO is attending the event, the Deputy Mayor will be the alternate for approval of the exception. Receipts are required.

7.3.1.2. Reasonable tobacco purchases for the purposes of gifting at ceremonial services may be approved. Such approval is required prior to the event, in writing, and must be approved by both the Mayor and the CAO in advance of the expenditure.

7.3.2. Meal per diem when the attended event provides the meal(s). Conference agendas are to be attached to the expense claims.

7.3.3. Rental or entrance fees for personal entertainment such as movies, concerts, recreation centers, galleries, or theatres.

7.3.4. Fines or violations.

7.3.5. Personal items.

7.3.6. Spouse or guest expenses.

7.3.7. Political contributions.

7.3.8. Charitable contributions

### 7.4. Travel Considerations

7.4.1. Where possible and practical, claimants shall share transportation methods to reduce costs. When driving, claimants are required to consider using City-owned vehicles before using their vehicles.

7.4.2. The most economical means (i.e., economy or coach) of vehicle, air, bus, or train transport shall be approved, considering the net cost to the City. Whenever possible, claimants should book with agencies or travel options that offer refunds in the case of trip cancellation.

7.4.3. When determining the most economical means of transportation, the approver shall consider the cost, the purpose of the travel, travel time required, the timing of travel options, and other factors relevant to the individual situation.

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- 7.4.4. A claimant who needs to use a personal vehicle for business use shall be reimbursed for the actual distance travelled from the claimant's workplace or principal residence, whichever is a shorter distance to their destination.
- 7.4.5. When travelling on City-related business, a claimant may claim either the meal's actual cost or a per diem as per the CRA meal allowances. The meal's actual cost eligible for reimbursement is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed 18% of the meal cost.
- 7.4.6. When a claimant is travelling on City-related business, the claimant may be reimbursed at a rate equivalent to the reasonable kilometer allowance defined by CRA.

### 8. END OF POLICY

Original Signed  
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 Signature of Mayor

Original Signed  
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 Signature of CAO

Council Approved May 8, 2023  
 \_\_\_\_\_  
 Date

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 \_\_\_\_\_  
 Date

### POLICY RECORD

#### Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
December 7, 2020	20-421	Approval of Policy
May 8, 2023		Approval of Policy

#### Review History

Date of Policy Owner's Review	Description/Action Taken or Required
March 2023	Update to newest template, review of per diem and reimbursement rates section

#### References:

[Appendix B: Meals and allowances - Canada.ca](#)

[Automobile allowance rates - Canada.ca](#)