



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

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| TITLE: TRAVEL ALLOWANCES – MUNICIPAL EMPLOYEES AND COUNCIL | NO. COU-053 |
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1.0 General

The attendance at conference, seminars, workshops and meetings dealing with municipal or management issues is beneficial to the District as they assist our employees and Council members to sharpen their expertise, make valuable contacts with members of other organizations and conduct municipal business.

2.0 Vehicle Use

2.1 General

- 1) The District provides a fleet of vehicles for use by employees while in the performance of municipal business.
- 2) From time to time employees will be required to utilize their private vehicles for employment purposes.
- 3) Employees who operate municipal or private vehicles for employment purposes are expected, at all times, to comply with safe driving practices and abide by Motor Vehicle Act rules and regulations.

2.2 Procedure

- 1) Employees shall immediately submit to their Supervisor any record of accidents, violations and convictions arising from the operation of a municipal vehicle or private vehicle being used for employment related reasons.
- 2) Employees shall immediately submit to their Supervisor any record of conviction or legal notice arising from the operation of a municipal or private vehicle which results in the suspension, cancellation, or prohibition of an employee driver's license and which would impact on the employee's ability to perform employment related responsibilities.
- 3) In the event of conviction resulting in suspension, cancellation, or prohibition of an employee driver's license, efforts will be made to assign the employee to non driving duties.
- 4) Employees who are unable to be reassigned to non driving duties will be suspended without pay for the duration of the suspension, cancellation or prohibition from driving.

3.0 Insurance

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The District of North Saanich will pay the difference in the insurance premium between the pleasure rate and business rate upon submission of proof of payment and submission of a verifiable statement of the rate differential for the designated vehicle. Only one vehicle per employee will be covered for the additional insurance premium at any one time.

4.0 Travel

The mode of travel used to attend conferences, seminars, workshops and meetings shall be the most economical, taking into consideration time and convenience.

Employees and/or members of Council required to provide their own transportation for employment purposes will be reimbursed as follows:

- 1) An allowance will be paid for personal vehicle use in accordance with the Automobile Allowance rates set annually by the Canada Revenue Agency.
- 2) Claims for mileage reimbursements are to be made on the District of North Saanich Mileage Claim form.
- 3) The payment of the mileage allowance is deemed to cover all operating costs of the vehicle including gasoline, oil, tune-ups, tire replacement and all other operating costs.
- 4) Mileage costs for personal vehicles explicitly exclude travel to and from work and to and from Council and Committee of the Whole meetings. Staff and Council mileage for all other business meetings would be paid at the specified rate.
- 5) Economy air fare plus related ground or water transportation will be reimbursed at cost with supporting receipts.

5.0 Per Diem Allowance

District employees or members of Council traveling on municipal business that includes an overnight stay may claim a per diem allowance at the following rates:

\$70.00 per day, or if partial day as follows:

\$15.00 for Breakfast

\$20.00 for Lunch

\$30.00 for Dinner

\$5.00 for Incidentals

Meals provided at the event for which the District employee or member of Council are submitting a claim are to be deducted from the claim.

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Employees or members of Council traveling on municipal business on day trips that do not include overnight stays are eligible for reimbursement for meals purchased upon submission of receipts up to a maximum of the above amounts.

Business meal expenses as deemed appropriate, whether the expense was incurred inside or outside of the District, may be claimed at the discretion of the department head and with the approval of the supervisor based on a completed claim form and receipts submitted.

6.0 Accommodation

Overnight single rate accommodation will be reimbursed at cost with supporting receipts.

District employees or members of Council who arrange for private accommodation while traveling outside of the District on District business will receive \$30 per diem in lieu of accommodation costs.

7.0 Expenses for Partner

The District will pay the fees of a District employee or Council member's partner to attend welcome receptions and banquets. All other expenses for partners will be paid by the employee/Council member.

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