

TRAVEL EXPENSE - FD-IV-4

POLICY

All travel will be pre-approved by the appropriate authority based on the Delegation of Authority Policy.

The means of transportation will be the most practical and economical way to travel.

Alternatives to travel such as teleconferencing and videoconferencing must be considered.

An employee shall complete a Travel Expense Form whenever travel expenses are being claimed or a Travel Advance has been received for the purpose of travel to a course, workshop or other business out of the City of Thunder Bay.

PURPOSE

To provide an account of funds expended for travel on business.

To adhere to the Travel, Meal and Hospitality Expenses Directive of the Ministry of Community and Social Services.

PROCEDURE

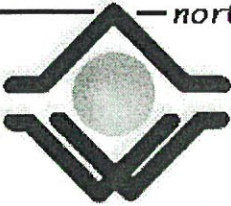
- 1) A Travel Expense Form (FD040) is to be completed by the employee requesting expenditures to be reimbursed or if the employee has received a Travel Advance. The employee will forward the completed form to their supervisor for approval and signature.

MEALS AND ACCOMODATIONS

1. Reimbursement will be made for:

- i) Single accommodation in a standard room
- ii) Reasonable costs for necessary personal calls home for each night away
- iii) Internet connection charges while conducting business, however, the least expensive means of obtaining access while travelling should be used.
- iv) Meal allowance of \$40 per full day including taxes and gratuities. For less than a full-day of meal claims, reimbursement maximum rates will be:

Breakfast	\$8.75
Lunch	\$11.25
Dinner	\$20.00



MEALS AND ACCOMODATIONS

- v) No reimbursement shall be made for meals included in the cost of transportation, accommodation, seminars and/or conferences.
- vi) Alcoholic beverages will not be reimbursed.
- vii) All claims must be accompanied by original, itemized receipts where the amount exceeds the maximum daily allowance.

RENTAL VEHICLES

- 1) The size of the rental vehicle must be the most economical and practical required for the business task and number of occupants.
- 2) Luxury and sports car rentals are prohibited.
- 3) The rental car must be refuelled wherever possible before returning it, in order to avoid higher gasoline charges imposed by the rental car agency.

AIR TRAVEL

- 1. Travel by air is permitted when this is the most practical and economical way to travel.
- 2. Travel must be arranged in advance and be booked by fixed dates; open-ended tickets are prohibited.
- 3. The standard is economy class, exceptions may be granted for health reasons.

OTHER ROAD TRANSPORTATION

- 1. Whenever practical, local public transportation/hotel shuttles must be used. Receipts for reimbursement are not required.
- 2) The approval will be based on the Delegation of Authority Policy #FD-VIII-5.
- 3) The "Approver" will then forward the form to the Finance department for cheque preparation or to collect the balance due from the employee if the advance received was greater than the expenses claimed.
- 4) The Travel Expense form must be submitted within one (1) week of return. Due consideration will be given to late expense submissions.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE

OPTIONS northwest TRAVEL EXPENSE FORM

NAME: _____	DATE OF TRAVEL: _____
DESTINATION: _____ _____	PURPOSE: _____ _____
EXPENSES PAID FOR: (Attach receipts)	
REGISTRATION FEE	\$ _____
ACCOMODATION	_____
MEALS \$40 per day (no receipts required unless > \$40 per day)	_____
TAXI	_____
MISCELLANEOUS (Please Specify) _____ _____	_____
TOTAL EXPENSES	\$ _____
LESS: TRAVEL ADVANCE RECEIVED (credit account 1220) (If Applicable)	\$ _____
BALANCE DUE EMPLOYEE (OPTIONS)	\$ _____
REQUESTED BY: _____	APPROVED BY: _____
DATE: _____	DATE: _____
COST CENTRE: _____	ACCOUNT CODE: _____

