

Policy & Procedure Manual

TRAVEL EXPENSE - FD-IV-4

POLICY

All travel will be pre-approved by the appropriate authority based on the Delegation of Authority Policy FD-VIII-5.

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

Travel is approved only after other communication options are 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 Broader Public Sector Accountability Act.

PROCEDURE

- 1) Prior approval to incur expenses must be obtained by the requester and if no prior approval was obtained, then a written explanation must be submitted with the claim. All out of country travel must be approved by the Executive Director.
- 2) 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 (FD-IV-3). The employee will forward the completed form to their supervisor for approval and signature.
- 3) The approval will be based on the Delegation of Authority Policy FD-VIII-5.
- 4) The "Approver" will then forward the form to the Finance department for payment preparation or to collect the balance due from the employee if the advance received was greater than the expenses claimed.

- 5) The Travel Expense form must be submitted within one (1) week of return. Due consideration will be given to late expense submissions as approved by the Executive Director.
- 6) All claims must be accompanied by original, itemized receipts.

MEALS AND ACCOMODATIONS

- 1) Reimbursement will be made for:
 - a) Single accommodation in a standard room and consideration should be given to accommodation outside of downtown areas.
 - b) Reasonable costs for necessary personal calls home for each night away.
 - c) Internet connection charges while conducting business, however, the least expensive means of obtaining access while travelling should be used.
 - d) For meals, refer to FD-IV-9 Meals Policy.

RENTAL VEHICLES

- 1) Rental vehicles should be rented using a corporate visa card.
- 2) The size of the rental vehicle must be the most economical and practical required for the business task and number of occupants, safety considerations and any reasonable accommodation requirements.
- 3) Luxury and premium car rentals are prohibited.
- 4) The rental car must be refuelled wherever possible before returning it, in order to avoid higher gasoline charges imposed by the rental car agency.
- 5) Proof of insurance through the corporation should be obtained from the Director, Community Services.

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.

4) The lowest fare available must be booked.

OTHER ROAD TRANSPORTATION

1) Whenever practical, local public transportation/hotel shuttles must be used. Receipts for reimbursement are required and expenses for a group can only be claimed by the senior most person present.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be "D. [unclear]", written over a horizontal line.

**OPTIONS NORTHWEST
TRAVEL EXPENSE FORM**

POLICY FD-IV-4
APPENDIX A

NAME:	_____	DATE OF TRAVEL:	_____
DESTINATION:	_____ _____	PURPOSE:	_____ _____
EXPENSES PAID FOR: (Attach receipts)			
REGISTRATION FEE			\$ _____
ACCOMODATION			_____
MEALS	\$45 per day (no receipts required unless > \$45 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:	_____

FD040/JUL 2019