

ELECTED OFFICIAL TRAVEL POLICY

Policy Title:	Applies to:	Reference #
Elected Official Travel Policy	Elected Official	2016-OCC-P0004
Approved by:	Dates:	Total # of Pages
Executive Committee Finance & Administration Committee	Effective:	01-09-2017
	Last Review:	05-08-2017
	Next Review:	01-09-2022
Authority:		
<i>City Clerk according to The Cities Act</i>		
Responsibility:		
Office of the City Clerk		

1.0 Purpose

This policy defines the expectations and level of reimbursement to elected officials related to any travel expenses incurred while conducting City business.

2.0 Scope

This policy applies to City of Regina elected officials only.

3.0 Definitions

Authorizer – the employee with the responsibility to approve business travel expenses

City - the municipal corporation of the City of Regina

City - the geographical area within the city limits of Regina

Council – including the Mayor and all elected Councillors

Member - a member of Council

4.0 Policy

Note: CR98-146, June 22, 1998 – City Council adopted a motion that any amounts shown in the Elected Official Travel Policy shall be revised to be consistent with those of the Employee Travel Policy whenever changes occur (refer to [CityConnect](#) for the most current copy).

Permitted Travel and Expenses

1. Members who travel outside of the city are eligible for reimbursement of expenses provided that such activities are determined to be related to the business of the City or to events conducted by organizations to which the members are elected as members or appointed by City Council.
2. Members travel outside of North America required City Council approval.
3. Members shall be reimbursed for expenses incurred under section 1:
 - (a) in accordance with the Travel Policy for Elected Officials
 - (b) the maximum amount budgeted annually by City Council
4.
 - (1) If Council by resolution, or the Mayor on his own behalf, authorizes a member to attend any event outside of the city, that member shall be entitled to be reimbursed under this policy in addition to the maximum reimbursement referred to in clause 3(b).
 - (2) Amounts paid under subsection (1) shall be charged to the budget of Council.

General Rules

1. The City will reimburse authorized travel expenses incurred within the limits and guidelines established in this policy. It is City policy that travel costs are to be held to a minimum, after giving due consideration to factors such as time constraints, comfort, location of the conference/meeting, the number of participants and the distance to be travelled.
2. Each person representing the City is expected to select the most practical travel related options such that overall travel costs are minimized (for example, there are often options available with different cost implications: economy air fare versus excursion rate, choice of quality hotels at or near the meeting site, taxi versus car rental). In those instances where the most practical and economical options are not selected, justification must be provided.
3. Any member making an expense claim under this policy shall sign their Travel Claim Form and Travel Claim Form for Elected Officials (Per Diem) to acknowledge that their submissions are in compliance with the provisions the policy.
4. The Finance and Administration Committee has been delegated authority by City Council for making modifications and interpretations on the application of the Elected Official Travel Policy. Any member who would like to claim an expense that is not clearly provided for in the Policy shall be responsible for seeking an interpretation from the Finance and Administration Committee on whether or not the expense is allowed.
5. If a receipt cannot be provided and the expense is deemed reasonable, the member shall submit a written request for reimbursement, including a reference to the loss of the receipt, an explanation on the nature and reason for the expense and the specific amount being requested.

Criteria for Acceptable Expenditures

To be reimbursed for an expense incurred under the terms of this policy, Council must make the request for reimbursement by **December 31** of the year in which the expense was incurred. Unused allowances will not carry over to the next year.

A. Accommodations

1. Reimbursement will normally cover accommodation costs for the night before and those nights during which an event occurs.
2. Members should select accommodations that are reasonable and practical, taking into consideration the location of the conference or meeting. Preferential rate such as government or corporate rates should be requested when booking.
3. Laundry charges, Internet and phone charges for business purposes will be reimbursed.

B. Meals

1. A daily meal allowance including taxes and gratuities may be claimed while travelling on City business. **Receipts are not required when this allowance is claimed.**

Any meal reimbursement over and above the allowable amount must be supported by a receipt and explanation.

Note: Council's daily meal allowance shall be adjusted to reflect the Employee Travel Policy whenever changes occur. As of June 2017, it is \$62 per day.

C. Registration

1. Members shall be reimbursed for registration fees for any event related to the business of the City.
2. Costs for other activities such as tours and social or sporting activities that are associated with the event but not part of the registration fees will not be paid.

D. Airfare and Other Transportations

1. Members should choose the most practical and economical options when booking flights. Luggage costs charged by airlines are reimbursable. Expenses incurred to change travel plans are allowable provided the changes are as a result of mandatory City business. The cost of securing insurance against the possibility of cancelling a non-refundable ticket will be reimbursed.
2. A claim may be made for using a personal vehicle for out-of-town travel based on the **City's Kilometre Reimbursement Rate** in effect at the time of travel (refer to Monthly Vehicle Expense Reimbursement Claim Form for current rate). All modes of transportation will be reimbursed on the basis of actual cost, to the maximum applicable airfare.
3. When an automobile is used, travel time should not greatly exceed the time it would have taken had the claimant travelled by plane. In those instances where vehicle travel time is excessive, hotel, meal, gratuity and per diem costs will be limited to an amount equivalent to the costs associated with travelling by plane.
4. Members will be reimbursed for actual and reasonable costs incurred for taxis, airport limousines or equivalent as long as the travel is for business purposes.

5. The use of rental vehicles is allowed only where rental is cost effective or where a taxi service is not available. The City does not bear any responsibility for damage or loss for car rentals. Members must ensure that adequate insurance is in place when renting a car. Where the insurance must be purchased, the member will be reimbursed for the cost.

E. Foreign Exchange

1. The exchange rate used for reimbursement of costs in another currency will be the rate applied to the transaction that incurred the expense.

F. Other

1. All other costs not previously identified in this policy must also be directly related to the business of the City and maybe approved by the Authorizer. **Receipts must be provided for all miscellaneous expenditures.**
2. Entertainment/hospitality expenses for conducting City business are eligible for reimbursement subject to appropriate authorization.
3. The City carries insurance policies covering accidental death or injury sickness, and unforeseen medical expenses to cover all members while they are travelling. Additional insurance is not required to be purchased by any member.

Per Diem

- (1) All members shall be paid a daily remuneration of \$100 for conducting City business outside city limits. This remuneration is provided to members who conduct City business that is not part of their regular duties.
- (2) Daily remuneration shall be considered part of the members' remuneration and charged against the annual allowance and the budget of Council.

5.0 Roles & Responsibilities

Office of the City Clerk

1. The Administrative Assistant supports Council in making their travel arrangements and for preparing their Travel Claim Forms. This position also updates internal expense tracker when events occur.
2. The Business Performance Consultant reviews completed Travel Claim Forms and ensures that the expenditures get charged to the appropriate account and that there are sufficient funds remaining to cover the expenditure.
3. The Business Support Manager authorizes completed Travel Claim Forms before submitting to the Finance Department.
4. The Office of the City Clerk will, on a quarterly basis, prepare financial reports as follows:
 - (b) A memo that outlines the summary for quarterly expenditures to date as compared to the budget allowance approved by City Council;
 - (c) A summarized report listing Travel & Communications and Remunerations;

(d) A summarized report listing Home & office expenses.

5. The Office of the City Clerk will, on an annual basis, provide a detailed financial report to the Finance Department for reporting in the City's Public Accounts.

Finance

1. Maintain records of all outstanding and completed Travel Claim Forms.
2. Audit the final Travel Claim Forms submitted by the claimant ensuring the claim is accurate and properly approved. Return to department for any necessary corrections.
3. Prepare and process appropriate accounting documents to ensure the claimant is properly reimbursed and all trip expenses are properly charged to the appropriate general ledger accounts.
4. Accounts Payable is responsible for processing travel claims.
5. Manager of Policy and Risk Management provides finance related advice.

Legal

1. Risk Manager from Legal provides information on travel insurance coverage.

6.0 Documentation History

Date	Description	Created by	Approved by
June 22, 2017	Created the policy	Business Performance Consultant	Manager, Business Support
July 17, 2017	Updated content with Erna's feedback	Business Performance Consultant	Deputy City Clerk
July 21, 2017	Updated content with Jim's feedback	Business Performance Consultant	City Clerk