

**THE CORPORATION OF THE
MUNICIPALITY OF WAWA**

BY-LAW NO. 3254-19

BEING A BY-LAW to adopt Municipality of Wawa Policy No. AD-003:
Expense Reimbursement Policy.

WHEREAS Section 8 (1) of the Municipal Act, S.O. 2001, Chapter 25, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, S.O. 2001, Chapter 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 10 (1) of the Municipal Act, S.O. 2001, Chapter 25, provides that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

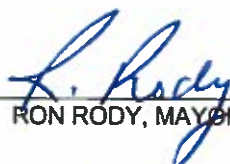
AND WHEREAS the Council of the Municipality of Wawa recognizes the need for the development of a policy for an expense reimbursement policy for the Municipality of Wawa;

NOWHEREFORE the Council of the Corporation of the Municipality of Wawa enacts as follows:

1. **THAT** Municipality of Wawa By-Law No. 2643-13 be and is hereby repealed.
2. **THAT** Policy No. AD-003: Expense Reimbursement Policy herein attached as Schedule "A" to this By-Law and forming an integral part of this By-Law, be adopted.
3. **THAT** the Mayor and Clerk be and they are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
4. **THAT** this By-Law is enacted upon the third and final reading hereof.

READ a first, second and third time and be finally passed this 10th day of December, 2019.





RON RODY, MAYOR



CATHY CYR, CLERK



The Corporation of the Municipality of Wawa
Policy Manual

POLICY TITLE:	Travel and Expense Reimbursement
SUBJECT:	Expenses Incurred While Travelling for Work
POLICY NO.	AD-003
EFFECTIVE DATE:	December 15, 2019
ENACTED BY:	By-Law No. 3254-19

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1. Policy Purpose

This policy governs the reimbursement of travel, hospitality and other business expenses incurred during the conduct of approved Municipality of Wawa business. It is the Corporation's policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of approved business. All Council Members, employees and appointed Committee or Board Members, or approved volunteers or representatives, are to follow this travel policy as amended and approved.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the Municipality of Wawa, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of hospitality, there is a clear business purpose.

Reimbursement for expenses that are not in compliance with this Policy requires the written approval of the CAO, or in the case of the CAO, the Mayor's approval, or in the case of the Mayor and Members of Council, approval by Council by way of Resolution.

2. Applicability

This policy applies to:

- a. Members of Council;
- b. Employees of the Municipality of Wawa, both full and part-time;
- c. Municipally controlled Committee or Board Members;
- d. Other persons as approved by Municipal Council, such as volunteers.

It is understood that authority for the expenditure of funds for any and all expenses covered by this policy extends only to the extent of the financial limitations imposed by the annual (current) budgets of the municipality and departments.

Any question involving the meaning or application of this policy is the decision of the CAO and his/her interpretation and decision is final and may not be appealed.

3. Level of Authority

The following are designated Levels of Authority required to approve travel requests:

Position	Authority
Mayor	Municipal Council
Members of Council	Municipal Council
Municipal Committee/Boards	Municipal Council
Chief Administrative Officer	Mayor or Designate
Department Directors	Chief Administrative Officer
Other Employees	Department Director
Other Non-Employees	Municipal Council

4. Policy – General

4.1 Reporting Responsibilities

The completion of an approved Travel Expense Requisition (Appendix "1") must be submitted for approval and processed by Accounts Payable staff with required supporting documentation such as original receipts for accommodations, transportation, fuel, and other approved incidental within thirty (30) days following the individual's return from travel.

4.2 Group Travel

When more than one person is attending the same event, all attendees must:

- a) Coordinate travel arrangements and travel in the same vehicle unless approved by the CAO;
- b) Take advantage of group rates; and
- c) Individually submit separate Travel Expense Requisitions and Reports.

4.3 Travel Advances

- a) Travel advance requests must be made at least one week prior to departure.
- b) The amount of advance will be calculated, based on the estimated expenses associated with each individual circumstance.
- c) Travel advances resulting in \$0.00 balances (advance equals actual costs), or amounts owed back to the Municipality, must be reconciled. For amounts owed back the Municipality, payment (reimbursement) must be made within thirty (30) days from the date of return from travel. The cashier's receipt must be attached to the final expense report.
- d) Any outstanding travel claim that is not submitted to within 30 days of the date of return from travel will not be allowed any further advances for travel until the outstanding advance has been settled.

4.4 Reimbursable Expenses

4.4.1 Registration Fees

- a) Registration fees for attendance at conferences, seminars, workshops or other meetings and training events will be reimbursed in full provided the expenses are within the approved travel budget and authorized by the approval authority.
- b) Costs for other activities such as site tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.
- c) Spousal registration fees or expenses are not reimbursable.

4.4.2 Daily Meal Allowance

- a) The meal allowances set-out below will be paid in Canadian funds unless there is a requirement for U.S. funds. Any person who receives a meal allowance may not claim additional personal expenses. Receipts are not required for meal allowances when travel overnight is required.

Breakfast:	\$15.00
Lunch:	\$25.00
Dinner:	\$35.00

- b) It is understood that where meals are being provided, at an event, or conference, or paid by another party, the meal allowance will be reduced according to the above. It is expected that the registration fee involves a portion to cover provided meals and each person travelling should use the meals provided and paid for.
- c) Under extenuating circumstances, those traveling may be reimbursed for meals upon submission of receipts if there is a valid reason for the person not being able to attend the meal as supplied by the event which must be approved by the approval authority set-out in Section 4.1.
- d) When overnight accommodation is not required, reasonable meal expenses, that are not included with registrations, will be reimbursed based upon submitted receipts.
- e) Where a meal expense is applicable the following times will be applied:
Breakfast - If required to depart before 7:00 a.m.
Lunch - If required to depart before or returns later than 12:00 p.m.
Dinner - If unable to return home until after 6:00 p.m.
- f) When it is necessary to entertain clients while traveling, detailed receipts must be submitted indicating what was purchased, who was entertained and the reason. The applicable meal allowance will be deducted from the daily meal allowance for the employee meal claimed as part of this hospitality receipt.

4.4.3 Transportation

The most economical class of transportation must be determined, documented and used. This includes car-pooling, rental car, town vehicles, airplanes or what is reasonably available. Where more than one individual is attending the same event, the Municipality expects those attending to car-pool. Those who submit multiple requests for mileage and who have travelled to the same conference will not be reimbursed unless extenuating circumstances have led to the inability to car-pool. An example of an extenuating circumstance would be that the individual is required to stay at the conference longer than other delegates.

- a) **Municipal or Personal Vehicle**
- i. Those travelling in and out-of-town must use a municipal vehicle when available. Where the municipal vehicle is not available, mileage may be claimed for use of a personal vehicle only or a municipal credit card should be used to pay for gas.

- ii. Receipts for all municipal vehicle operation must be retained and reconciled with Accounts Payable upon return from the event. Such expense reconciliation shall be completed on the Travel Expense Authorization Form.
- iii. Travellers must adhere to Municipal Vehicle Policy No. HR-010 for determining priority for use of the vehicle.
- iv. Where an individual uses his/her own car for business travel to attend events employees are responsible for ensuring that they have adequate insurance coverage. The current applicable mileage rate for the use of personal automobiles business will be reimbursed. This rate is determined by the current corporate rate, or by collective agreements for unionized employees. While operating a personal automobile on Municipal business, the individual owner is responsible for all vehicular costs, for example, repairs, fines, fuel insurance, deductibles, etc.
- v. Unless exceptional circumstances apply, the charges for the use of a personal automobile shall not exceed the equivalent cost of economy airfare, plus airport parking and transfers.
- vi. Rental vehicles may be used by Officials and Staff where it is demonstrated that this method of transportation is more economical and practical than the use of taxis, limousines, etc. The most economical size of vehicle must be used, depending on the number of passengers. The rental contract must be registered under the name "Corporation of the Municipality of Wawa – Applicant Name."

b) Air

Economy class airfare will be reimbursed. Costs to upgrade flight seats will not be reimbursed. The cost of an additional night(s) accommodation may be reimbursed if required to take advantage of a discount airfare, provided that the cost of the extra accommodation is not greater than the savings realized. Airport parking charges will be reimbursed for the days required for the event. Receipts must be provided.

c) Taxis/Limos/Uber

Travellers may be reimbursed for the actual costs of taxicabs, limousines, or equivalent for transportation between the airport terminal and the hotel or other destination point.

4.4.4 Accommodation

Reasonable accommodation expenses where overnight accommodation is required are allowable as follows:

- i. The accommodation chosen must be the most economical and advantageous to the conduct of municipal business.
- ii. The actual cost of a single room, or double room when a single room is not available, will be allowed provided such cost does not exceed the "Government Rate" when available.
- iii. Receipts are required in support of all such expenses and must show the place, date and number of days or and the rate per day for single occupancy.

- iv. Other accommodation related expenses such as movies or meals will not be reimbursed. Parking charges will be reimbursed.
- v. Should travellers choose to stay overnight with friends or relatives while on business, accommodation expenses will not be reimbursed.
- vi. In the event of travel cancellations, individuals will be held responsible and required to pay 'no show' charges resulting from failure to cancel a hotel reservation, when extenuating circumstances are not applicable (e.g. bad weather).
- vii. An overnight stay in association with a one-day meeting or business event out-of-town may be justified if inclement weather (e.g. snow storm) is forecasted or the travel requires an individual to drive in the dark, before sunrise or after sunset.

4.4.5 Travel Expense Reports

- a) Individuals are responsible for filing their respective travel expense reports with Accounts payable within 30 days.
- b) Original detailed receipts must be filed with the expense report for all travel expenses
- c) All claims shall be reimbursed in Canadian Funds. If travel out-of-country is required, the exchange rate used in calculation of the reimbursement will be the Bank of Canada rate on the day the expense was incurred.

4.4.6 Entertainment – No Alcoholic Beverages

- a) Hospitality such as beverages, meals, tours or other entertainment is only to be provided to individuals that have been identified and approved by the proper approval authority and may be reimbursed when the expense is considered to be necessary for the advancement of the interests of the Municipality.
- b) Alcoholic beverages will not be reimbursed, at any time, at any event.

4.4.7 Employee Travel Time

Under the Employment Standards Act, 2000, and Ontario Regulation No. 285/01, "work" is deemed to be performed when an employee is travelling on business, even if the time is non-productive and outside the normal working/business hours.

Unless an employee is exempt from overtime, such as management staff, the Employment Standards Act and its regulations mandate that any time a person spends travelling on business (other than a normal commute to work) is time "worked" for the purpose of determining employee overtime entitlement.

The Approval Authority shall have the option to:

- a) Approve time off in lieu of overtime. The affected hourly paid employee travelling will be required to complete an Overtime Claim Form for paid time off in lieu of overtime pay, and such lieu time will be provided at 1.5 hours for each hour of

overtime worked. This clause does not apply to the CAO, Directors or Managers; or

- b) Approve payment of overtime hours. The affected hourly paid employee travelling will be required to complete an Overtime Claim form for overtime payment at 1.5 hours for each hour of overtime worked. This clause does not apply to the CAO, Directors or Managers; or
- c) Provide the employee with day(s) off in the work week. For example, if an employee is required to travel 7 or 8 hours on a Sunday (depending on employee's normal hours of work), the employee may be directed to take the previous Friday off in order to keep the total hours worked within the employee's normal hours of work per week in that pay period. This clause does not apply to the CAO, Directors or Managers.

It is understood that the CAO, Directors and Managers are provided with additional time off in lieu of overtime. Management employees shall indicate the actual travel hours on their timesheets so it is recognized for their in lieu time compensation.

5. Review

This policy shall be reviewed by each term of Council or as determined necessary by Council or the CAO.

Policy Adoption and Review Guidelines

Date of Adoption by Council	By-Law No.	Date of Most Recent Review by Council	Changes Made Yes/No
March 3, 1998	1182-98	March 1998	Yes
January 18, 2000	1298-00	December 1999	Yes
February 18, 2003	1536-03	December 2002	Yes
October 19, 2004	1708-04	May 2004	Yes
June 21, 2005	1801-05	May 2006	Yes
January 12, 2012	2532-12	November 2011	Yes
March 5, 2013	2643-13	February 2013	Yes
December 10, 2019	3254-19	November 2019	Yes

References to Other Policies or By-laws

Policy Title	Policy Number	By-Law
Council Remuneration	HR-005	2673-13
Use of Municipal Vehicle	HR-010	1523-02

Appendix "1" to Policy No. AD-003

Travel Expense Requisition and Report



MUNICIPALITY OF WAWA
TRAVEL EXPENSE REQUISITION & REPORT

Date: _____

PERSON TRAVELLING: _____	DEPARTMENT: _____
POSITION: _____	VENDOR #: _____
REASON: _____	
HELD IN: _____	
DATE TRAVEL TO DESTINATION: _____	FROM DESTINATION: _____
DATES HELD ON: _____ TO: _____	ACCT. #: _____

** ATTACH ALL COURSE/CONFERENCE/MEETING INFORMATION **	Travel Cost Estimate	Cash Advance	Actual Cash Expenses	Actual Visa Expenses
Airfare or Other: Paid to: _____				
Mileage: _____ km x \$ 0.57 /km <input type="checkbox"/> One-Way <input type="checkbox"/> Return				
*Gas Costs Only: <input type="checkbox"/> Twp. Vehicle _____ ACCT# _____ <input type="checkbox"/> Own Vehicle <input type="checkbox"/> Twp. Visa <input type="checkbox"/> Cash Advance				
Meal Allowance - Actual Days: _____ 1/2 days x \$35.00/1/2 day _____ days x \$75.00/day _____ days x \$100.00/day				
Reimbursement Days: (Submit to Payroll) (Council ONLY) _____ days Refer to Policy #HR005 @ _____ (PSB ONLY) _____ days Refer to Res. #PB00025 @ _____				
Meal Allowance - Travel To/From Destination: _____ 1/2 days x \$35.00/1/2 day _____ days x \$75.00/day _____ days x \$100.00/day				
*Accommodations: ROOM CHARGE HST TOTAL _____ Nights x @ \$ _____ + \$ _____ \$ _____ Hotel Name: _____ Location: _____ _____ Nights x @ \$ _____ + \$ _____ \$ _____ Hotel Name: _____ Location: _____	<input type="checkbox"/> Visa <input type="checkbox"/> Cash			
*Other: _____				
*Registration Fees: Paid to: _____				
TOTAL				
Actual Expense Totals				
Less Cash Advance/Municipality Approved Credit Card Expenses				
Reimburse Municipality				
Refund Employee				
Total Costs Paid by Municipality for this Trip (Includes airfare, registration fees, in lieu of wages, etc.) \$ _____				

By signing this travel expense requisition and report, the applicant hereby acknowledges that: I understand my duties under Sections 203 & 204 of the Municipal Act and all related bylaws of the Township of Metchosin. I am aware of the restrictions of reimbursing all expenses incurred on behalf of the Municipality while traveling on designated Township of Metchosin business and according to the current travel policy. All receipts and/or cash advances, reimbursements or return claims must be submitted to accounts payable with this form.

Signature of Claimant: _____
Approved By: _____ Res. No.: _____

Appendix "3" to Policy No. AD-003

POLICY FOR BUSINESS TRAVEL, SEMINARS AND CONFERENCES

TRAVEL REQUEST FORM – PAGE 1

(Required for all travel requiring overnight stay)

_____ Employee Name	_____ Employee Position
_____ Department/Division	_____ Event & Dates
_____ Location of Event	\$ _____ Estimated Cost

BENEFITS (Select all that apply)

- Improved Job Performance (attendee or other)
- Improved Service Delivery
- Improved Customer Service
- Provides Networking Opportunities
- Relates to one of the City's Priority Project/Strategies
- Assists in finding the best way to use today's resources to meet both current and future needs. (Vision 2020)
- Contributes to improved budgetary performance by: (Select all that apply)
 - Reducing Costs
 - Revenue Generation
 - Greater Productivity

Provide comment below that will assist in determining the value of the requested travel.

Note: Complete Page 1 and obtain approval prior to incurring costs (Retain form until return)
Complete Page 2 and attach to Actual Travel Expense Form (Completed form retained by
Department's Finance and Administration Section)

Employee Signature

Approved By

Date