

City of Victoria Department of Finance Policies	
Policy: Business Travel	Coverage: All City Employees (Including Council & Mayor)
Authorized by: Directors	Date of issue: January 1, 1995 Reissued: September 1, 2006 Reissued: May 1, 2008 Reissued: February 23, 2010

General

The attendance at conference, seminars, workshops, and meetings dealing with municipal or management issues is beneficial to the City as they assist our members to sharpen their expertise, make valuable contacts with members of other organizations and conduct municipal business. Therefore, attendance to these training opportunities should be encouraged in order to ensure that the City maintains or acquires skill and knowledge in current and advancing technologies as well as marketplace trends. The City also supports staff participating in the organization and management of affiliated associations where there is a readily identifiable benefit to the Corporation.

Objectives

1. To keep abreast of new ideas and to promote the sharing of information with other members of the organization.
2. To further the expertise of our employees and Council members.
3. To support potential advancement and acceptance of increased responsibilities.
4. To improve the City's awareness of different methods of operations, management, etc.
5. To promote or conclude City business in an effective manner.

Guidelines for Priority of Travel Dollars

1. Opportunities for travel should be fairly distributed amongst the staff. No one staff member should monopolize the budget.
2. Job skill training should be co-ordinated with other departments, on-site, rather than expending travel dollars. A Director should only authorize out-of-town travel for job skill training where there is no viable alternative to train on-site in Victoria.

Travel Policies

1. **Authority:** All travel will require the following approvals, and expenditures must be within budgeted funds.

APPROVAL REQUIRED		
Traveler	Within BC	Outside BC
Council Member	Council Resolution	Council Resolution
City Manager	City Manager	City Manager
Director	General Manager	City Manager or General Manager
Manager	Director	City Manager or General Manager
Staff	Assistant Director	City Manager or General Manager

2. **Conferences:** Attendance at Conferences within BC should be limited to no more than three staff and attendance at Conferences outside of BC should be limited to no more than two staff. Any deviations from this would require approval of the City Manager or General Manager.
3. **Means of Travel:** Staff and Council members may choose their means of travel. However, expense allowances will be paid on the basis of the time required by air, unless another means of transportation is more convenient.
4. **Travel by own Automobile:** Anyone who chooses to travel outside of Victoria by automobile may claim the lesser of:
- the excursion airfare, or
 - automobile allowance based on the City's prevailing mileage rate.
5. **Excursion Fares:** Staff and Council members are expected to book their business travel at least 14 days prior to departure. If an excursion fare required the individual to extend the trip by a day or two, the City will pay the additional costs, provided the additional cost does not exceed the fare savings. The basis for City air travel is a direct, return flight to / from the designation, at the lowest available fare.
6. **Rental Cars:**
- Advance Approval:** There may be circumstances where it necessary to provide the traveler with a rental car. Car rentals must be approved in advance of any travel, by the required signing authority.
 - Travel Agency:** All out of town car rentals must be booked through the City's designated travel agency.
 - Class:**
 - At the discretion of a Director, economy or compact cars must be used unless three or more staff / Council members are traveling together, then an intermediate or full-size car will be permitted.
 - Rental costs for luxury cars will be reimbursed at the economy or compact rate only.

- d) Insurance: The City's travel agent will ensure those insurance requirements meet City standards.

7. **Travel Insurance:**

- a) Cancellation: If air travel has been arranged for special fares, such as a "seat sale" fare, the City will pay the cost of any cancellation insurance.
- b) Medical: Employees are responsible for securing additional medical insurance (if required) for any travel *outside of Canada*. The City will reimburse these premiums.

8. **Travel Accommodation:**

- a) Class of Room: Travel accommodation will be based on:
- Standard room, and
 - Single occupancy

9. **Long Distance Telephone Calls:**

- a) Reimbursable Expense: Reasonable long distance calls will be covered.

10. **Frequent Flyer Points:**

- a) Accumulating Points: Frequent flyer points earned on flights paid for by the City accrue to the City.
- b) Using Points: Frequent flyer points will be used to fund future City business travel requirements.

11. **Reasonable Expenses:**

- a) Effective April 17, 2001, the City will reimburse employees for reasonable actual expenses incurred through travel on City-related activities.
- b) The reasonable actual expenses are expected to cover meals, gratuities, telephone calls and incidentals.
- c) Employees will be reimbursed for actual reasonable costs for meals and will not be reimbursed for meals provided at an event.
- d) Employees on course, conferences, or conventions, in which meals are provided, may claim for actual meals purchased supported by receipts.
- e) Employees traveling to the United States will be able to claim reasonable actual expenses in US funds.

- f) Original receipts will be required for all expenses claimed, unless required for reimbursement by a third party.

12. **Mileage Rates:**

- a) Employees using their own vehicles for City business are entitled to be reimbursed at the Automobile Allowance rates set annually by the Canada Revenue Agency.
- b) Employees using their own vehicles for City business travel must ensure that they have adequate Business Insurance coverage on the vehicle.
- c) Claims for mileage reimbursement are to be made on the "City of Victoria Mileage Report of Cars on City Business." The reimbursement will be paid on the employee's pay cheque.

13. **Travel Expense Claims:** Approval of City business travel, travel advances and the subsequent claim for reimbursement of reasonable expenses shall be by completing the appropriate sections on the "*City of Victoria Employee Expenses Claim Form*" available on the City's Intranet.

- a) Finance staff will audit each travel expense claim request for advance to ensure compliance with the City's Travel Policy.
- b) If the travel expense claim does not comply with the Travel Policy, the employee will be notified and the claim adjusted.

14. **Per Diem Allowance:** On an exception basis only, with the approval of a Director, a per diem allowance can be issued as follows:

• Breakfast	\$ 10.00
• Lunch	\$ 15.00
• Dinner	\$ 25.00
• Incidentals	<u>\$ 10.00</u>
	\$ 60.00