

Policy Title: Staff Travel		Policy Number: P42	
Policy Category: Personnel			
Approval Date: January 1, 1999		Policy Owner: Deputy Chief Administrative Officer	
Approved by: Board		File Reference: 0340-50	

Purpose

To establish a policy and procedures to be followed by Comox Valley Regional District (CVRD) employees who travel on approved CVRD business or who have been given approval for attendance at conferences, seminars and other training and education purposes.

Policy

The CVRD will pay the costs of approved employee travel in accordance with the procedures and guidelines in this policy.

1. Process

Subject to the approvals required below, employees who travel on CVRD business or who are attending at seminars, conferences and other training/development purposes will:

- a) Obtain approval for travel in advance from their manager. Where necessary, an accountable advance is available to cover travel expenses by completing the travel advance/claim form. The finance department requires a minimum of one week to process requests for accountable advances.
- b) Travel by the most economical means.
- c) Obtain the government rate for accommodation, as per the province's employee travel accommodation listing available online and updated annually.
- d) Be allowed meal allowances and a per diem rate for meals and other related expenses.
- e) Be reimbursed for reasonable out of pocket expenses.
- f) Provide receipts for all claimed travel expenses except where meal allowances and a per diem rate is claimed.
- g) Complete a travel advance/expense form accompanied by appropriate receipts to supervisor immediately upon return from travel and forward to finance for processing.

2. Approvals

- a) **For travel within the CVRD**, approval must be received from the employee's manager.
- b) **For travel outside the CVRD but within British Columbia**, the general manager's approval is required.

- c) **For travel outside British Columbia**, the Chief Administrative Officer's approval is required. The Chief Administrative Officer will obtain approval from the chair of the Board for his/her own travel outside British Columbia.

3. Guidelines for Staff Travel

a) Travel

- i. Employees should carefully weigh alternate means of travel, taking into consideration costs, convenience, amount of work time taken for travel, the need for a vehicle at destination, number of employees traveling together, air fare discounts and using a CVRD vehicle rather than a personal vehicle, etc.
- ii. Airfare is to be economy class and booked far enough ahead to qualify for discounted rates, if practical.
- iii. Kilometrage for using a personal vehicle shall be paid at the rate per kilometer pursuant to the Board of Directors Remuneration and Expenses Bylaw. Employees are encouraged to use a fleet vehicle whenever possible rather than their personal vehicle.
- iv. If an employee uses their personal vehicle for long distance travel instead of airlines or where a fleet vehicle is not available, the amount which will be reimbursed will be the lesser of:
 - (a) the round trip distance times the rate per kilometer paid pursuant to the Board of Directors remuneration and expenses bylaw, or
 - (b) economy class airfare plus associated taxi and shuttle fares.

b) Accommodation

- i. Government rates are to be requested when booking accommodation, and at single occupancy rates.
- ii. If a spouse is accompanying the employee, travel is at own expense, and the employee may only claim the single room rate.
- iii. Employees may choose to stay at a conference hotel or at a nearby, more economical hotel. Inquire about government rates before requesting the conference rate, as it may be less expensive.
- iv. \$35/day may be claimed for non-commercial accommodation. No receipt is required.

c) Meal Allowances and Per Diem Rates

- i. Employees are entitled to meal allowances and per diem rate pursuant to the Board of Directors' Remuneration and Expenses Bylaw.
- ii. Incidentals are defined as all other related travel expenses not covered specifically within this policy and may be claimed for each 24 hour period.
- iii. If claiming the above meal allowances or per diem rate, receipts are not required.
- iv. In order to be reimbursed for meals when not claiming a meal allowance or per diem rate, receipts are required to be submitted.
- v. Purchase of any beverage containing alcohol is not a reimbursable expense.

- d) Local Transportation
 - i. Local transportation will be by CVRD fleet vehicle, car rental, taxi, bus or rapid transit. Receipts must be submitted to claim local transit expenses including parking, where possible.
 - ii. Out of town car rental will be approved in circumstances where taxi or public transit is not practical.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping