



# Travel Expense Reimbursement

Human Resources  
Policy L4

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<b>Policy:</b>	L4 – Travel Expense Reimbursement
<b>Policy Department(s):</b>	Human Resources
<b>Adoption Date:</b>	January 8, 2001
<b>Adoption Reference:</b>	01/009/2001
<b>Effective Date:</b>	January 8, 2001
<b>Last Amended:</b>	June 27, 2022

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## Policy Purpose

To establish fiscally responsible travel practices, travel expense rates and income tax treatment for travel for County of Grande Prairie No.1 business purposes.

## Policy Statement

It is Council's intent that our approach to reimbursement of expenses is transparent, fiscally responsible, and consistently applied.

## Definitions

"Board Member" means any public member of a board or committee established by the Council of the County of Grande Prairie.

"Council" means the duly elected Council members of the County of Grande Prairie No. 1

"Employees" means all employees: permanent, temporary, seasonal, casual, contract, full-time, part-time, and paid response (fire-fighter).

"Receipt" means the original documentation provided by a vendor which provides detail about the item(s)/services received and the amount of GST paid. Debit and credit card slips are not considered receipts and are not sufficient for reimbursement purposes.

"Travel" does not include travel to Grande Prairie and the immediate surrounding area in regards to meal and accommodation allowance.

## Policy Guidelines

This policy applies to all County of Grande Prairie employees, Councillors and Board or Committee members to the extent that it does not conflict with collective agreements.

For the purposes of applying this policy, the following criteria apply:

1. The County will reimburse for reasonable travel expenses incurred while the employee, Councillor, Board or Committee member is conducting County business as per the rates established in the accompanying schedule.



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2. The most economical method of travel is encouraged. In order to support this, reimbursement for travel will be on the most economical travel option available for each specific trip.
  - 2.1 When more than one County staff, Councillor, Board or Committee member are attending an event, carpooling should be considered.
  - 2.2 When two or more people travel together in the same vehicle, only the owner and not the passengers will be entitled to claim mileage.
  - 2.3 If the employee, Councillor, Board or Committee member has access to a County vehicle, the County vehicle should be used for travel.
  - 2.4 If an employee, Councillor Board or Committee member chooses to drive their personal vehicle, mileage paid may be limited to the equivalent of the reasonable travel costs if the employee, Councillor, Board or Committee member had flown and rented a vehicle, or mileage may be shared between employees travelling separately instead of carpooling.
3. Receipts are required for reimbursement of any travel expenses, including air or ground transportation, reasonable luggage fees, cab fare, parking, and registration fees.
4. Expense claim forms are to be submitted within 30 days of the event attended.

## Attachments

Schedule A – Travel Expense Reimbursement Rate Schedule

## References

<b>Legal Authorities</b>	Canada Revenue Agency
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development Policy F10 – Council and Board Honoraria and Expense Reimbursement Administrative Directive HR5 – County Vehicle and Equipment Usage Canada Revenue Agency Mileage Rates Available at Canada.ca
<b>Other</b>	N/A

## Revision History

<b>Review Date</b>	<b>Description</b>
June 27, 2022	Reviewed and Amended CM20220627.039
January 24, 2022	Reviewed and Amended CM20220124.012



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September 13, 2021	Reviewed and Amended CM20210913.013
November 22, 2017	Reviewed and Amended CAO Approval
December 8, 2014	Reviewed and Amended CM20141208.1041
June 11, 2012	Reviewed and Amended 06-534-12
May 5, 2009	Reviewed and Amended 05-684-08
October 29, 2007	Reviewed and Amended 10-1685-07
April 23, 2007	Reviewed and Amended 04-723-07
November 22, 2004	Reviewed and Amended
November 8, 2004	Reviewed and Amended
October 4, 2004	Reviewed and Amended
November 13, 2001	Reviewed and Amended
September 30, 2001	Reviewed and Amended 09/1175/20005
February 5, 2001	Reviewed and Amended
January 8, 2001	Adoption Date 01/009/2001



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## Schedule A – Travel Expense Reimbursement Rate Schedule

Effective: October 25, 2021

1. **Mileage rate** for travel on County business, using own personal vehicle, shall be paid at the reasonable per-kilometre allowance rate for the applicable year prescribed by the Canada Revenue Agency (CRA). This amount is not taxable as considered reasonable to 5000 kms per calendar year. A portion is taxable thereafter.
  - 1.1 When an employee is travelling for County business, whenever possible, that employee should use a County vehicle.
  - 1.2 When several people travel together in the same vehicle, only the owner and not the passengers will be entitled to claim mileage.
  - 1.3 Mileage is not payable for travel from employee's residence to normal place of work unless otherwise outlined in the employment contract.
2. **Meals**
  - 2.1 Meals may be reimbursed without receipts at the following rates:
    - 2.1.1 Breakfast: \$15
    - 2.1.2 Lunch: \$20
    - 2.1.3 Dinner: \$25
  - 2.2 Alternatively, meals may be reimbursed upon the production of original receipts for the total amount of the receipt including taxes and a maximum gratuity of 15%.
  - 2.3 Alcohol costs will not be reimbursed.
3. **Accommodation** will be reimbursed for actual hotel costs based on single room occupancy upon presentation of hotel receipts. If arrangements for private accommodation are made, and commercial facilities are not used, an allowance of \$50 per day will be reimbursed without receipts.
4. **Other expenses** including economy class airfare, reasonable luggage fees, cab fare, parking, and registration fees, if applicable, will be reimbursed based on the actual cost per receipt.

Note that airfare and conference registration fees are normally paid directly by the County. Trip cancellation insurance is not an eligible expense for reimbursement for those making their own arrangements.