



## Village of Chase Policy Manual

<b>Title:</b>	<b><u>ADM – 21 Expense Reimbursement</u></b>		
<b>Amended:</b>	<b>February 23, 2016,</b>	<b>Effective:</b>	
<b>Date Originally Adopted:</b>	<b>January 27, 2009</b>	<b>Date Originally Effective:</b>	<b>January 27, 2009</b>
<b>Special Notes / Cross Reference:</b> Rescinds ADM 4, ADM 16, ADM 17			

**POLICY:** Village of Chase Council members and staff shall receive reimbursement for expenses incurred while undertaking Village related business in accordance with this policy and approved annual budget allocations.

**PURPOSE:** It is the purpose of this Policy to establish a fair and equitable method of compensation for Council approved expenses incurred by members of Council and staff while representing or acting on behalf of the Village of Chase.

**DEFINITIONS:** Council shall mean the Mayor and Councillors of the Village of Chase  
Staff shall mean all workers of the Village of Chase  
Larger centres are defined as Vancouver, Greater Victoria or Whistler within British Columbia, or a major city in Canada

**PROCEDURES:**

1. All members of Council and staff are required to submit a signed claim form, Schedule “A”, in order to receive an expense reimbursement.
2. The Village of Chase Chief Administrative Officer reviews the claim for accuracy, signs and forwards to Accounts Payable Clerk for processing.

### **GUIDELINES / PROCEDURES / RESPONSIBILITIES**

**MEETING PER DIEM AND REIMBURSEMENT OF EXPENSES:**

All claims related to this policy will be paid when:

- a) pre-authorization for attendance is given by resolution of Council, with the exception of the Annual UBCM Convention and the Annual SILGA Convention
- b) the claim is in accordance with available budget funds
- c) expenses are not otherwise reimbursed through other agencies / organizations
- d) mileage for trips of 10 kilometres or less will not be reimbursed without justification approved by Council



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Expenses incurred related to social events/functions that members of Council and staff have been requested to attend on behalf of the Village will be compensated. Acceptable items for reimbursement include items that are not for personal gain (i.e. food hamper, gifts as per cultural protocol, hosting of distinguished guests of the Village).

If a spouse or guest is requested or expected to be in attendance, these expenses will also be compensated. Costs such as meal tickets and mileage, will be considered, however, it is expected that appropriate discretion will be used in all cases.

- A. PER DIEM** – The amount paid to members of Council on a daily basis for travel time, attendance at conventions, seminars, workshops, and other functions or business shall be as follows:

**Per Diem Rates**

- \$100.00 per day - four (4) hours or more in duration
- \$ 75.00 per day - less than four (4)hours

- B. EXPENSE REIMBURSEMENT** – Costs incurred while travelling to and from meetings and attendance at meetings or other Village-related functions that are approved by Council includes the following: mileage, meals, telephone, accommodation, personal expenses, telephone and registrations.

Added by  
Council  
Resolution  
#2019/04/09\_007

If approval for attendance and expense reimbursement for the Mayor to attend a meeting or event is required prior to the occurrence of a scheduled Council meeting, the Mayor will consult with at least two (2) Councillors and obtain support for such attendance and expense reimbursement.

Added by  
Council  
Resolution  
#2019/04/09\_008

If approval for attendance and expense reimbursement for a Councillor to attend a meeting or event is required prior to the occurrence of a scheduled Council meeting, the Councillor will consult with the Mayor and obtain support for attendance and reimbursement.

**Travel – Personal Vehicle**

Mileage rate will be consistent with the provincial Government rates, to be adjusted annually as required (last increase occurred April 1, 2013). Travel distance must be greater than 10 kilometres one way to qualify for reimbursement.

Effective March 1, 2016 the rate is \$0.52 per kilometre

**Travel – Accommodation**

Unless otherwise requested, accommodation will be coordinated through the Village office and paid for in advance where possible with the Village credit card. All authorized, business related incidentals will also be charged to the Village credit card. A letter of authorization will be sent to the relevant property. Any incidentals not relevant to Village business will be deducted from the individual’s remuneration.



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### **Travel – Taxi, Bus, Airplane, Rental Vehicle, Parking**

Shall be reimbursed as per receipts submitted with claim.

### **Meal Allowance**

#### **Local & Smaller Centres**

\$15.00 – Breakfast

\$18.00 – Lunch

\$25.00 – Dinner

#### **Larger Centres**

\$20.00 – Breakfast

\$25.00 – Lunch

\$40.00 – Dinner

Or as per receipts submitted with claim.

### **Telephone**

All Telephone charges related to Village Business will be reimbursed upon submission of receipts. Claimants will be reimbursed for charges of one (1) personal telephone call to their place of residence per 24 hour period of absence, however, it is expected that appropriate discretion will be used in all cases.

### **Registration Fees**

Registration fees will be reimbursed if not paid directly by the Village.



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NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TIMES AND DATE(S) OF TRAVEL: \_\_\_\_\_  
 REASON FOR TRAVEL: \_\_\_\_\_

**EXPENSES**

**TRAVEL:** \_\_\_\_\_ KM @ \$.52/KM                      \$ \_\_\_\_\_  
*Must be greater than 10 kilometres one way or a Council resolution is required.*

**MEALS:**

<u>Local &amp; Smaller Centres</u>	<u>Larger Centres</u>	
\$15.00 – Breakfast	\$20.00 – Breakfast	\$ _____
\$18.00 – Lunch	\$25.00 – Lunch	\$ _____
\$25.00 – Dinner	\$40.00 – Dinner	\$ _____

*Or as per receipts submitted with claim*

**PER DIEM:** (Council only)

\$100.00 per day	-	four (4) hours or more	\$ _____
\$ 75.00 per day	-	less than four (4)hours	\$ _____

**AIRFARE** *Actual cost, receipt required*                      \$ \_\_\_\_\_

**ACCOMMODATION** \$ \_\_\_\_\_ per day \_\_\_\_\_ days                      \$ \_\_\_\_\_

**OTHER** *Taxis, Telephone, Gratuities, Miscellaneous*

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL CLAIM**                      \$ \_\_\_\_\_

\_\_\_\_\_  
 Claimant Signature                      Date

\_\_\_\_\_  
 Department Head                      Date

\_\_\_\_\_  
 Approved by                      Date



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