



# CITY OF VANCOUVER CORPORATE POLICY

## Appendix A

SUBJECT: Travel	
CATEGORY: Finance	POLICY NUMBER: AF-004-01

### PURPOSE

This establishes a policy for expenses incurred on City business travel. The objectives of the policy are to ensure that:

- Travel is properly authorized.
- Care has been exercised to minimize costs.
- Council and staff are fairly reimbursed for out-of-pocket expenses.
- Reasonable expenses and reimbursements are properly authorized.
- Risk to the City and traveller is minimized by ensuring appropriate insurance coverage, itineraries are known in case of emergency and access to 24 hour support services in the event of travel disruptions.
- Process for reimbursement is efficient and easy to administer.

### SCOPE

Council, Board Member and all City Staff.

### POLICY STATEMENTS

#### 1 Authorization

- 1.1 **Council:** Council travel authorization is regulated by *Mayor and Council Members' Expenses Bylaw No. 8904*.
- 1.2 **Staff:** All travel require the following approvals prior to departure, and expenditures must be within budgeted funds:

Traveller	Within BC	Within North America	Outside North America
Park Board Members	Chair	Board Resolution	Board Resolution
Library Board Members	Chair	Board Resolution	Council Resolution
Police Board Members	Chair	Board Resolution	Council Resolution
Civic Theatre Board Members	Chair	Board Resolution	Council Resolution
City Manager	City Manager	City Manager	City Manager
General Manager	General Manager	General Manager	City Manager/Board
Staff	General Manager*	General Manager*	City Manager

\*General Manager may delegate responsibility to another senior staff by notifying the Director of Finance in writing.

- 1.3 **Exceptions/Non-compliance:** All noted exceptions to the City's Travel Policy should be approved by the City Manager.

## 2 Travel Agency

2.1. **Designated Travel Agency:** All travel reservations for (and subsequent changes to) airfare, hotel and car rentals must be made through the City's designated travel agency. The travel agency will ensure adequate insurance coverage for the traveller as per section 8.

2.2. **Reservations:**

- a) The traveller is not to specify the airline or rental car agency. Only the travel destination, arrival and departure times are to be supplied.
- b) Conference Hotel - If conference rates are in effect, the traveller should advise the travel agency to book at the conference hotel.
- c) An exception to having the travel agency book hotel reservations is permitted in those instances where the accommodation arrangements are made by designated conference organizers.

## 3 Eligible Expenditures and Receipts

3.1. **Approval:**

- a) Reimbursement of actual travel expenditures must be approved as follows:
  - Board Members (Park, Library and Police) - by the respective General Managers
  - General Managers - by the City Manager/Board
  - City Manager - by the Director of Finance
  - Staff - by the General Manager of respective departments.
- b) This policy sets out the maximum claimable. The traveller and approval authority may agree in advance of any travel, to negotiate reimbursements which are less than provided for in this policy.

3.2. **Receipts:** Original receipts must be submitted for all eligible expenditures. When expenses have been charged to a corporate purchase card, copies of the receipts should be submitted (as original receipts are required to be attached to the purchase card monthly statement).

3.3. **Missing Receipts:** No reimbursements will be made for expenditures without original receipts. If a receipt has been lost and a duplicate cannot be obtained, the traveller must provide a written explanation, noted and signed by the approval authority.

3.4. **Eligible Expenditures:** Includes expenditures for transportation, ground transportation, accommodations, insurance and the following:

- a) Business telephone calls (and voice and data long distance charges).
- b) Conference registration fees - does not include social events unless they are an integral part of the registration fee.
- c) Advance seat selection and ferry reservation fees.

3.5. **Eligible Expenditures for Travel within the GVRD:** Includes transportation expenditures under section 4.3. No accommodation or per diems will be paid.

## 4 Transportation

4.1. *Means of Transportation:* Traveller may choose their means of transportation - air, train or car. Per diems will be paid on the same basis as travel by air, unless an alternative means of transportation is more convenient.

### 4.2. *Air:*

- a) Traveller is expected to obtain the most economical fare available for a direct, return flight to/from the destination
- b) Flights should be booked at least 14 days prior to departure to obtain the most economical fare
- c) If an excursion fare requires the traveller to extend the trip by a day or two (usually on a weekend), the City will pay the additional per diem and hotel expenses, provided the additional cost does not exceed the fare savings
- d) Council, Board Members and Senior Exempt Staff (Payband 12 and above) and Executive Level for Police Department may fly
  - Business Class for flights over 4 hours
  - The cost differential between the permitted classes may not be converted into a cash benefit for the traveller
- e) Staff (below Payband 12 and Executive Level for Police Department) - all travel must be Economy Class
- f) Frequent Flyer Points - Travellers may accumulate frequent flyer points for booking business travel, provided the lowest airfare for a direct flight to and from the destination is chosen.

### 4.3. *Car:*

- a) Own Car - A traveller who chooses to travel outside the GVRD using own car may claim the lesser of:
  - Excursion airfare under 4.2a and ground transportation expenses under 5.1
  - Mileage, at the City's prevailing rate (as per Auto Allowance Policy), parking expenses, tolls, ferries and other reasonable expenses related to transportation.
- b) City Vehicle - A traveller who has been assigned a City leased vehicle may claim the lesser of:
  - Excursion airfare under 4.2a and ground transportation expenses under 5.1
  - Actual out of pocket operating expenses (parking, tolls, ferries) incurred (supported by receipts) during the period traveled.
- c) Travelling as a Group - where 2 or more travellers are travelling in the same vehicle, only the traveller who incurs the expenses of operating the vehicle may claim the mileage, or in the case of a leased vehicle, the actual out of pocket expenses.
- d) Rental Cars - There may be situations where it is necessary to provide a rental car. Car rentals must be approved in advance by the approval

authority under 1.2, and booked through the designated travel agency who will ensure that insurance requirements meet City standards.

Economy or compact cars must be used unless there are 3 or more City travellers travelling together, in which case, an upgrade to a full size car is permitted. Rentals for luxury vehicles will not be reimbursed.

Car rental, insurance, parking and fuel expenses (supported by receipts) will be reimbursed.

## 5 Ground Transportation

- 5.1. ***To and From Local Airport:*** Traveller will be reimbursed either of:
- a) Airporter or taxi fares from home or office or
  - b) Mileage from home or office (at the prevailing rate in the City's Auto Allowance Policy) and parking (this may include parking for the duration of the trip if the traveller wishes to park their car at the terminal. Loss or damage to the vehicle while parked is not the responsibility of the City).
- 5.2. ***To and From Hotel:*** Taxi or transit fares for travel to and from hotel and the airport, and to/from business functions. Generally, for conferences, hotels are in close proximity to the conference site and/or shuttle services are provided as part of the conference.
- 5.3. ***Travelling in a Group:*** Where one or more travellers are sharing a taxi, only the traveller with an original receipt will be reimbursed.

## 6 Accommodations

- 6.1. ***Class of Room:*** Travel accommodation will be based on single occupancy in a standard room and be booked at the lowest rate (preferred, government, special conference) available. Upgrades will not be reimbursed.
- 6.2. ***Location:*** Travel accommodation should be booked as close as possible to the business function/conference.
- 6.3. ***Registration:*** Travel accommodation should be booked in the traveller's name.
- 6.4. ***Hotel bills:*** Detailed hotel bills must be submitted to support claim. The following items will not be reimbursed:
- a) Meals and mini bar charges
  - b) Movies or game rentals
  - c) Laundry, cleaning expenses
  - d) Personal telephone calls
  - e) Other incidental expenses not explicitly covered in this travel policy.
- 6.5. ***Private Accommodation:*** Traveller staying in private accommodation (i.e. with friends or relatives) may claim an allowance of \$30 per night. No receipts are required.

## 7 Per Diem

- 7.1. **Rates:** Daily per diem rate is \$60 for travel within North America (outside Canada, the rate will be paid in US dollars.) For travel outside North America the daily per diem rate is \$70 US.
- 7.2. **Meal Component:** The daily rate includes a meal component of \$50. The per diem must be reduced for any meals provided as part of a conference/function using the following guidelines:
- a) Breakfast \$10
  - b) Lunch \$15
  - c) Dinner \$25
- 7.3. **Incidental Component:** The daily rate includes an incidental component of \$10 to cover the following items:
- a) Personal phone calls
  - b) Snacks, mini bar items
  - c) Cleaning and laundry costs
  - d) Gratuities
  - e) Other incidentals not otherwise covered in the travel policy.
- 7.4. **Part day travel:** The daily rate is prorated by 50% if travel starts after or concludes before noon.
- 7.5. **Receipts:** No receipts are required.

## 8 Insurance

- 8.1. **Cancellation:** The City will not pay for cancellation insurance.
- 8.2. **Medical:** For travel outside of Canada, the City will pay for additional medical insurance, based on a standard package provided by the City's travel agent.
- 8.3. **Insurance for Rental Vehicle:** When travelling on City business within Canada, United States or overseas, if an employee is authorized to rent a vehicle for transportation purposes, the employee should rent the vehicle in his or her own name. For the protection of the employee and the City, the employee should purchase Collision and Comprehensive Automobile Insurance coverage that are usually offered by the rental agency. The applicable deductible must not exceed \$500Cdn. Third Party Liability insurance is provided through the City's non-owned automobile liability insurance, therefore no liability insurance is required for the operation of the rental vehicle.
- The City will reimburse the employee for the rental of the vehicle including the insurance premium cost. In the event of an accident where the employee is responsible for the loss or damage to the rental vehicle, the City will also reimburse the employee for the applicable deductible up to a maximum \$500Cdn.
- 8.4. **Employee owned Vehicle:** Employees are responsible for adequate insurance coverage when using own vehicle for City business purposes.

## 9 Personal and Partner Travel

9.1. **Travel Extensions and Stopovers:** Travellers wishing to combine a business trip with personal travel may do so at their own expense. The traveller will be required to pay for any additional accommodation and living expenses that are not related to the business travel. For airfare, the City will pay for the lower of:

- a) The actual combined fare or
- b) The cost of a direct return flight to/from the business destination based on the lowest economy excursion fare available for the travel dates.

9.2. **Partner Travel:** Partner travel will not be paid by the City, except for:

- a) Mayor - travel expenses of the Mayor's partner are approved by Council and are funded from the Mayor's Fund, unless otherwise specified.
- b) Council and Park Board Members (Elected Officials) - who are physically disabled and require personal assistance while on City business. The partner is entitled to the same allowance as the elected official.
- c) Police Union member on long term training - partner travel may be approved by the Chief Constable within provisions of the Collective Agreement.

## 10 Travel Advances and Expense Claims

10.1. **Travel Advances:** Travellers may request a travel advance no more than 7 business days prior to departure and the amount must not exceed estimated expenses. Travellers who regularly travel are encouraged to obtain a corporate purchase card.

10.2. **Travel Expense Claims:** Travel expense claims must be approved by the approval authority and submitted for reimbursement within 10 business days of return from travel. Claims must be for eligible expenditures as per this policy and supported by receipts. Any unapproved exceptions will not be reimbursed.

10.3. **Forms:** Both travel advances and expense claims are to be submitted on the Travel claim form. The form, along with detailed instructions, is available at <http://citywire.city.vancouver.bc.ca/>

Forms along with receipts should be approved by the approval authority and submitted to:

- a) For Park Board and staff - Park Board Corporate Services
- b) For Library Board and staff - Central Library Corporate Services
- c) For Police Board and staff - VPD Corporate Services
- d) Council and all other staff - Central Accounts Payable - Corporate Services

10.4. **Form of payment:** Reimbursements will be paid by cheque in Canadian dollars.

**RELATED PROCEDURES**

- AF-001-01    AUTO ALLOWANCE - GENERAL
- AF-001-02    AUTO ALLOWANCE - MONTHLY FLAT FEE

[Travel Claim Form and Guidelines](#)

**APPROVAL HISTORY**

ISSUED BY:	Director of Finance	APPROVED BY:	DATE: 2005/01/18
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