

<p align="center">City of Prince Albert Statement of POLICY and PROCEDURE</p>			
Department:	Financial Services	Policy No.	3.14
Section:		Issued:	January 1, 2001
Subject:	Travel/Meal/Accommodation/Vehicle Policy	Effective:	February 5, 2025
Council Resolution # and Date:	Council Resolution No. 0039 dated January 22, 2018	Page:	1 of 17
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Issued by:	Steve Brown, Director of Financial Services	Dated:	June 1, 2024
Approved by:	Sherry Person, City Manager	Procedure Amendment	February 5, 2025

1. POLICY

1.00 Automobile Travel:

Rental Vehicles

Effective October 2002 (January 1, 2004 for City Council), the utilization of rented vehicles in lieu of the use of personal vehicles was implemented. A calculation of vehicle travel costs using the Rental versus Personal Vehicle form is to be used to determine the most economical mode of transportation to and from destinations. This will be the supporting documentation for the amount of costs that the City will cover. If a Traveller chooses to utilize their personal vehicle over a lower cost option, they shall only be reimbursed the lower cost (not the per kilometre reimbursement). Regular reviews of fuel prices at the pump will be completed and the above noted Form adjusted if necessary. It is the responsibility of the Department Heads to pre-approve travel and assure that the most economical means of transportation is utilized.

For safety reasons, during the **winter months of December 1st to March 31st inclusive**, utilization of personal vehicles will be permitted. For City Travellers opting to use their personal vehicle, reimbursement will be made at the personal kilometre rates as defined under Section 7 of this Policy. The direct supervisor must approve these travel costs prior to being incurred to ensure budget compliance.

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The rental vehicle must be intermediate (compact or economy car) unless three or more City Travellers are travelling together, in which case, a mid-size, mini-van or full-size vehicle is acceptable. If an individual chooses to utilize their personal vehicle over a lower cost option, the Rental versus Personal Vehicle cost analysis must be attached to the Travel Claim and Expense Form and shall only be reimbursed the lower cost (not the per kilometre reimbursement).

Private Vehicle

Should a rental vehicle not be available, an allowance which provides compensation for use of a personal vehicle, plus any associated parking costs, shall be paid in compliance with the rates as identified in Section 7.03.

In this case, a written note from the City's Rental Vehicle Tender Company is required confirming the non-availability of a rental vehicle. It is recommended that travellers should book a rental vehicle at least one week before their trip to give reasonable time to arrange for a rental vehicle.

Travellers are responsible for all operating and maintenance costs associated with the use of privately owned vehicles on City business, including licensing and insurance.

Where two or more Travellers travel in the same vehicle, only one vehicle allowance claim will be permitted. Travellers travelling to the same business function must car pool to realize economies if their departure and return schedules allow for this to occur.

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Charges for parking tickets, and any other traffic offences including license surcharges, will not be paid by the City.

Associated parking costs will be reimbursed to the individual by attaching supporting receipts to the Travel Claim and Expense Form. If on-street metered parking is required, the City shall reimburse Travellers to a maximum amount per day identified in 7.03.

Travellers, on a monthly per kilometre reimbursement, must complete the Monthly Vehicle Usage Form, and have it approved by the Department Head. For those individuals, the following shall apply:

- A minimum per day, for each day they utilize their private vehicle for City business, or the approved kilometre rate.
- No reimbursement will be made for any travel between an individual's residence and his/her office or usual place of work (Noon hour included).
- Individuals reimbursed on a fixed, monthly allowance will have the total annual sum shown on their T-4 slip as a taxable benefit. All reimbursement, on a per kilometre basis, is non-taxable.

All taxi charges must be supported by receipts showing the details of each trip (i.e. amount charged, date, location or description of departure and destination points).

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City personnel assigned a City vehicle for use during normal working hours will not be allowed to drive the unit home at the end of the work day or at lunch breaks. The only exception to this will require authorization of an employee's Department Head. The vehicles are for business only.

1.01 Vehicle Allowances

- The Mayor will be provided a \$650 per month vehicle allowance for in-city use of their personal vehicle to attend to City business.
- Each Councillor will be provided a \$200 per month vehicle allowance for in-city use of their personal vehicle to attend to City business.

1.02 Accommodations

- a) Travellers are expected to seek accommodation in the least expensive rooms of the hotel/motel they have chosen (i.e. standard room vs. suite).
 - b) Where designated conference hotels are provided, the Traveller should select the lowest cost conference hotel available at the time of booking.
 - c) If the timing of the event requires the Traveller to arrive the night before, accommodations will be paid for that night, as well as the nights of the event.
 - d) If the time of the event requires the Traveller to stay over an additional night after the event, accommodation will be paid for that night as well.
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- e) Actual and reasonable reimbursement, supported by original receipts and approved by their Department Head or designate, will be made to an employee. For City Councillors, approval will be from the Mayor.
- f) Any **personal charges on hotel bills** are to be deducted prior to submission for reimbursement. Travellers will not be reimbursed for:
- Internet charges incurred at the hotel or meeting site unless essential for City business purposes.
 - Hotel charges while on City travel for in-room movies, bar costs, or similar personal or entertainment expenses.
 - Alcoholic beverages.
 - Meals – meal costs are to be reimbursed according to per diem amounts on the Travel Claim and Expense Form.
- g) Travellers should request preferential rates such as government or corporate rates, including the SUMA Advantage Host Hotel Program (available on SUMA's Website).
- h) An amount of \$35 per night will be paid for accommodation in private residence or in private trailers, no receipt is required. Private accommodation means staying at a residence of a friend or relative member. This does not include any accommodations that is owned by the employee, or where the employee's immediate family resides.

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1.03 Meal Allowance

- a) Reimbursement for meals to Travellers away on City business will be made in accordance with the rates set by the Public Service Commission of Saskatchewan.
- b) No claim for a meal allowance may be made for:
 - Breakfast, if departure is later than 7:30 am, or the return is earlier than 8:30 am.
 - Dinner, if departure is later than 11:30 am, or the return is earlier than 12:30 pm.
 - Supper, if departure is later than 5:30 pm, or the return is earlier than 6:30 pm.
 - Only three meals may be claimed in one day.
- c) Travellers attending any conferences, seminars, meetings, etc., where any meal is supplied, shall not claim an allowance for the applicable meal, as that individual incurred no cost.
- d) Claims for meal allowances must be submitted in the Travel Claim and Expense Form for reimbursement. Receipts are not required for reimbursement.

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- e) When a Traveller leaves for a destination outside of Saskatchewan, rates for “within the province” shall apply until such time as he/she crosses the provincial border, thereafter rates for “outside the province” shall apply. The same conditions apply on the return trip.
- f) The meal allowance rates as identified within this policy are intended to cover meals, goods and services tax, and gratuities. It is recognized that individual meal prices may vary above or below these limits at times, but that these allowances are intended to provide a reasonable reimbursement over the duration of the trip. Any costs over and above **the daily per diem meal allowance rate will not be reimbursed.**
- g) Except as provided under *Section 1.04 – Business Meals*, Travellers are not eligible to charge meals to any City Corporate Master Card. All meals incurred by Travellers must be submitted by a Travel Claim and Expense Form. If an individual charges a meal cost to a City Corporate Master Card, that individual will be required to submit reimbursement payment as per charged on the corporate card, and obtain meal allowance through the Travel Claim and Expense Form.

1.04 Business Meals

- a) Business meals are those meals taken with clients, business prospects, and prospective employees for the purpose of recruitment during which a specific business discussion takes place.
 - b) Business meals also includes meals served in conjunction with hosted events such as training workshops, conferences, committee or board meetings, award ceremonies, off-site planning and strategic planning retreats, and recognition receptions.
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- c) Reasonable meal expenses including non-alcoholic beverages and food are eligible for reimbursement (including gratuities up to 15%).
- d) Business meals are eligible to be charged to a City Corporate Master Card. Receipts must be attached.
- e) Business meals can be charged by members of Council, City Manager or Department Heads. If a business meal is required by Senior Administration, the employee must first obtain approval by their Department Head.

1.05 Incidental Expenses

Travellers may claim an allowance in accordance with the rates identified within this policy for each night of travel, to cover incidental costs such as personal phone calls. No receipts are required for this allowance. Must be overnight stay only.

1.06 Conference and Seminar Fees

Attendance at courses, seminars, workshops, and conferences will be submitted for review and approval to either a Department Head, City Manager, Mayor, Board of Police Commission, or Committee as per normal registration authorization process. Conference-Seminar Receipts are required.

Council members are allowed to charge expenses for attending the Mayor's Annual State of the City Luncheon, Chamber of Commerce Luncheons, and other similar events where there is a registration fee, to

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the Conventions and Delegations Expense Account, subject to the Mayor's approval.

1.07 Councillor's Individual Travel Budget

- a) Each Councillor will be allocated funds for travel per year annually. The travel budget amount may be amended with any change to the approved budget through the annual budget process.
- b) A Councillor's Travel Claim may include all accommodations, travel, meals and incidentals for attending meetings as a member of Council.
- c) Any travel expenses arising from attendance at the annual SUMA and FCM conferences will be funded from this budget.
- d) Any accommodations, travel, meals and incidentals for attending out of town meetings as an appointed member on City Council's various Boards, Committees and Commissions may not be deemed to be part of their Councillor Individual Travel Budget Allotment for the respective year.
- e) Each Councillor Individual Travel Budget must not exceed the approved budget per year limit without express pre-approval by the Mayor for any proposed over-expenditure.

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- f) Where the funds are used for travel, Councillors will follow the guidelines set out in this policy, and will be reimbursed in accordance with this policy.
- g) No spousal expenses will be paid or reimbursed.
- h) The amount in this budget will be pro-rated during an election year in order to ensure that sufficient funds remain for the newly-elected members of Council.

1.08 Mayor and Councillor Per Diem

A per diem allowance of \$200 per day is provided for members of Council. A per diem allowance of \$100 is provided for each one-half (1/2) day.

To receive a per diem, the Per Diem Report Sheet must be filled out and submitted to the Mayor for authorization. Per Diem Report Sheets can be obtained for completion either in the Mayor or City Manager's Office.

1.09 Spouse/Companion/Family Travel

If the Travellers are accompanied by a spouse, companion or family members, the following points will apply:

- For convenience, Travellers may arrange a spouse, companion, or family air travel and accommodations at the same time that the Traveller's arrangements are made for the same trip. However, the Traveller must make payment arrangements personally for air travel or any other additional costs resulting from the spouse, companion or family members.

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- Where the hotel has a single occupancy rate, charges for more than one single occupancy will not be paid by the City.
- The City will not pay for any conference or seminar registration fees for the Traveller's spouse / companion / family, including conference companion programs. However, the Traveller may make payment arrangements personally for fees of a spouse, companion or family members.
- If the Traveller makes plans for someone to accompany them and the trip is cancelled by the City, the City bears no responsibility for costs incurred other than those directly related to the Traveller.

1.10 Travel Advances

Travellers will be advanced money upon request to cover their anticipated travelling expenses, subject to the following:

- The Traveller is entitled to a travel advance not to exceed the amount that the Traveller would reasonably be expected to incur while travelling. This amount would include estimated accommodation, meal and incidental costs. The amount requested must be approved by the Department Head or designate.
- Funds will be remitted on the Traveller's behalf for payment for airline reservations and conference or seminar fees provided that appropriate arrangements are made with Financial Services staff prior to the date the funds are required.

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- Travelers are accountable for all travel expenses advanced on their behalf, and shall complete a Travel Claim and Expense Form accounting for all expenses within thirty (30) days after return. Advances in excess of actual travel costs must be repaid by the Traveller within thirty (30) days after return.
- Advances not repaid within thirty (30) days after the trip may be considered payroll advances at the discretion of Financial Services.

1.11 Air Travel

- a) Travellers required to fly to their destination have the option of **booking their flights on-line using their City Corporate Master Card or the Corporate Executive Master Card** or booking their flight through a local travel agency with the actual costs for airline tickets being invoiced directly to The City of Prince Albert.
- b) Travellers shall book Economy Class flights as early as possible to take advantage of any early booking discounts that may be available.
- c) Flight insurance (*cancellation and medical insurance*) for Travellers required to travel on behalf of the City may be available through our insurance broker. Travellers who desire flight insurance may contact the broker; however, all associated costs would be the responsibility of the individual. As this is optional, there would be no reimbursement to the individual.

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d) Travelers who choose to travel via personal vehicle, in lieu of air travel, shall claim the lower of;

- The number of kilometres traveled, multiplied by the current reimbursable mileage rate, or
- The rental vehicle rate, or
- The equivalent airfare of Economy Class seat booked thirty days in advance.

e) Parking at Airport

Any Traveller whose trip is more than 7 days is advised to drop off the rental vehicle to the City's Rental Vehicle Tender Company in Saskatoon. When a traveller comes back after training, he/she will pick up a rental vehicle at the City's Rental Vehicle Tender Company in Saskatoon and will drop off at its Prince Albert location.

2. PURPOSE

2.01 The purpose of this policy is to define the expectations and level of reimbursement to Travellers as it relates to any travel expenses incurred while conducting business on behalf of the City of Prince Albert.

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3. SCOPE

- 3.01 All employees and members of Council of The City of Prince Albert, including Fire and the Prince Albert Police Service employees.
- 3.02 Appointed members of City of Prince Albert City Committees, Boards and Commissions travelling on City business as authorized under Section 4.03.
- 3.03 For employees covered under a collective bargaining agreement, the terms of the collective bargaining agreement will apply in the event of a difference with this policy.

4. RESPONSIBILITY

- 4.01 For employees of the City of Prince Albert:
- Travel, within the Province, must be pre-approved by an employee's Department Head.
 - Travel, outside of the Province, but within Canada, must be pre-approved by the City Manager.
 - Travel, elsewhere, must be pre-approved by City Council.
- 4.02 For City Council members:
- Travel, within the Province, must be pre-approved by the Mayor.
 - Travel, outside of the Province, but within Canada, must be pre-approved by the Mayor.
 - Travel, elsewhere, must be pre-approved by City Council.
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4.03 Travel on behalf of City of Prince Albert City Committees, Boards and Commissions, including travel by employees as employee representatives of such bodies, requires the approval of the Department Head and/or appropriate Committee, Board or Commission. This approval should be provided in writing at the time travel arrangements are initiated.

4.04 Travellers are responsible for ensuring that all travel expenses are in accordance with this policy and were incurred for business purposes.

4.05 Financial Services will review the rates of the Public Service Commission of Saskatchewan annually in April of each year to review their rates for vehicle mileage reimbursement and meal allowances.

4.06 Fuel prices will be reviewed quarterly in the first week of January, April, July, and October and "Rental Versus Personal Vehicle Form" in CoPA website will be updated accordingly. Travelers are advised to use most updated forms from CoPA website.

5. DEFINITIONS

5.01 Traveller - For purposes of this policy, a "Traveller" is defined as a City of Prince Albert employee, an elected member of City Council, an appointed member of a City of Prince Albert Committee, Board or Commission, or any other person travelling on City business.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 City of Prince Albert Purchasing Policy

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7. PROCEDURE

7.01 Travellers will be reimbursed for allowable personal expenses incurred in the performance of their duties upon completion and approval of a Travel Claim and Expense Report. Such claims must be submitted within thirty (30) days of the date of return.

7.02 Travellers who frequently incur business expenses, on behalf of the City of Prince Albert may, subject to authorization, obtain a City of Prince Albert Corporate Master Card to reduce the personal outlay of cash or credit. Refer to Purchasing policy for more details.

7.03 Approved Travel Rates/Parking – Effective **February 05, 2025**:

Private vehicle kilometer rates are calculated using current rates as approved by the Government of Saskatchewan.

Daily parking rates:

In paid lots –	Amount as per receipt
On street metered parking -	\$4.00 daily maximum

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7.04 Approved Meal Rates – Effective **February 05, 2025:**

In Province and Out of Province approved meal rates are calculated using current rates as approved by the Government of Saskatchewan and include reimbursement for GST and gratuities.

7.05 Incidental Per Diem \$6.00 Per overnight stay only

7.06 Travel and Expense Claim Form

7.07 Rental versus Personal Vehicle Form

7.08 Monthly Mileage Form