

 <p>Rainy River District Social Services Administration Board</p>	SECTION: Finance
	POLICY TITLE: Travel & Accommodations
ORIGINAL DATE: June 10, 1999	POLICY AREA: Operations
REVISION DATE: September, 2016	POLICY NO: F-4.15
NEXT REVIEW DATE: September, 2020	APPROVED BY: <i>Board Resolution #64/16</i>

1. Policy

1.1. The Rainy River District Social Services Administration Board encourages the attendance of Board Members and employees at events (conventions, conferences, workshops & training seminars) dealing with the aspects of the provision of District services for the purpose of assisting them in the performance of their duties. Additionally, employees may be required to travel to another community in the performance of their duties. Board members and employees will be entitled to reimbursement of expenses, per this policy.

2. Definitions

“Mandatory Travel” means travel for delivery of services, courses, seminars, workshops, conferences that is deemed essential to an employee’s core responsibilities of his/her job and of which the employee has been directed to attend.

“Voluntary Travel” means travel for courses, seminars, workshops, and conferences that is of a mutual benefit to the employee and to the corporation, but are not a mandatory requirement. Attendance for these courses, seminars, workshops and conferences are mutually agreeable and pre-approved by his/her supervisor.

3. Procedure

3.1. Approval

3.1.1. Employee requests to attend an event must be pre-approved by the appropriate Manager/Director and within approved budget. Documented approval (e-mail or other, as appropriate) is required to be attached to any request for reimbursement. Employee requests to attend are not required for events initiated by the direct Supervisor/Manager/Director or CAO.

- 3.1.2. Board member requests to attend an event must be pre-approved by the Board through Resolution. In the event that time does not permit approval by the Board, approval may be provided by the Chair & Vice-Chair via email to the Chief Administrative Officer (CAO) or designate.
- 3.1.3. The number of employee delegates for any one event, outside the District, is a maximum of three (3). Additional attendance will be at the discretion of the CAO or designate based on value and organizational need. The CAO or designate will coordinate such attendance.
- 3.1.4. Training sessions, meetings, seminars or conferences within the Rainy River District are generally very cost effective and attendance at these events shall not be limited or the number of attendees defined. Attendance at these events will be determined by the value, coverage within a department and the total budget cost.
- 3.1.5. Where travel is approved as a portion of the Approved Annual Budget the Supervisor/Manager/Director or CAO will approve attendance. Where a situation arises that the approved travel budget for the department has been exceeded, attendance will be considered by the CAO or designate, based on value and organizational need.
- 3.1.6. If more than one Board Member or employee is travelling between the same point of origin and destination, they shall endeavor to travel together whenever possible.
- 3.1.7. The most economical method of transportation shall be used in all cases where appropriate.
- 3.1.8. Travel reimbursement may not be compounded with reimbursements from other agencies or under provisions within RRDSSAB policies, procedures or Staff/Collective Agreements.
- 3.1.9. Receipts will be required for all expenses incurred, except meals and the per diem allowance.

3.2. Air Travel

- 3.2.1. Airfare: Travel by air shall be economy class. Reservations shall be made as soon as possible after approval is received to ensure best value. Reservations prior to approvals may be pursued to take advantage of discounted rates in consultation with the Supervisor/Manager. All air travel

arrangements for RRDSSAB authorized travel must be invoiced directly to the RRDSSAB or paid by corporate credit card.

3.2.2. Discounted airfare shall be taken advantage of wherever possible without forcing the attendee to spend additional time away from home/work. If an attendee is agreeable to a Saturday night stay-over (as a condition of air fare at a reduced amount), the cost of the stay-over at normal expense rates shall be paid by the RRDSSAB where an overall savings will be realized to the RRDSSAB (cost-saving calculations shall be detailed within the expense statements).

3.2.3. In the event that an individual travelling, wishes to drive his/her own vehicle on a trip that would normally require air transportation, the RRDSSAB will provide the equivalent of an economy fare ticket or the actual kilometre charge, whichever is less. Where travel time is significantly greater than the normal air travel time, the excess travel time will be on the individuals own time. Exemptions for medical reasons will be considered at the discretion of the CAO.

3.3. District Travel

3.3.1. For all travel within the Rainy River, Kenora and Thunder Bay Districts, preference will be given as follows:

3.3.1.1. Board owned vehicles, if available and assigned; or

3.3.1.2. Rental vehicles from approved vendors with RRDSSAB provided insurance, if available and expedient to do so; or

3.3.1.3. Personal vehicles when approved at the discretion of the immediate supervisor or CAO, for which reimbursement will be the mileage allowance at the annual reasonable rate established by the Canada Revenue Agency (CRA) (over 5000 km). The RRDSSAB assumes no liability for insurance or any additional expenses incurred as a result of operating one's own vehicle; employees are advised to consult their insurance companies accordingly. The employee must complete the *Travel Waiver of Liability (Schedule E)*, prior to travel. A schedule of local travel distances is found in *Schedule A*.

3.4. Out of District Travel

3.4.1. For all travel outside of Rainy River, Kenora and Thunder Bay Districts, preference will be given as follows:

- 3.4.1.1. Commercial carriers, if expedient to do so; or
 - 3.4.1.2. Board owned vehicles, if expedient to do so; or
 - 3.4.1.3. Rental vehicles from approved vendors with RRDSSAB provided insurance, if available and expedient to do so; or
 - 3.4.1.4. Personal vehicles when approved at the discretion of the immediate supervisor, for which reimbursement will be the mileage allowance at the rate established by the CRA (over 5000 km). The RRDSSAB assumes no liability for insurance or any additional expenses incurred as a result of operating one's own vehicle; employees are advised to consult their insurance companies accordingly. The employee must complete the *Travel Waiver of Liability (Schedule E)*, prior to travel. A schedule of local travel distances is found in *Schedule A*.
- 3.4.2. Board members will be reimbursed the lesser of the mileage allowance or the appropriate commercial fare.

3.5. Accommodations

- 3.5.1. Accommodations will be arranged at the hotel/facility where the event is being held whenever possible.
- 3.5.2. In the event accommodations cannot be arranged at the event location, accommodation at the nearest comparable hotel/facility will be arranged.
- 3.5.3. The RRDSSAB will reimburse accommodation charges to the employee at the rate established by the hotel at their best available rate.
- 3.5.4. Accommodation arrangements will be the responsibility of the employee with prior approval of the immediate supervisor/manager/director or CAO. Where a benefit exists to the corporation to book in blocks of rooms for a number of employees, it will be completed under the direction of the immediate Supervisor/Manager/Director or CAO.

3.6. Transit allowances (Public Conveyance, Vehicle Rental)

- 3.6.1. Transit costs are admissible for reimbursement with appropriate receipts provided the most economical means of transit was utilized.
- 3.6.2. The RRDSSAB will reimburse the total cost of vehicle rental provided such vehicle rental was pre-approved by the Board/CAO/Director/Manager. In no instance will reimbursement be made if Board vehicles are available, except in unusual or unforeseen circumstances.

3.7. Registration Fees

3.7.1. All delegate function registration fees will be paid by the RRDSSAB including combination meal/events which would normally be attended by the registrants. Pure leisure optional events are not eligible for expense payment. Where meals are provided as part of the registration no claims for meals provided will be considered. Spousal programs are not eligible for reimbursement.

3.8. Resource Materials

3.8.1. The purchase of resource materials will not be reimbursed unless approval was received at the time of travel approval.

3.9. Entertainment Expenses (Board Chair, Vice-Chair, CAO, Directors, Managers or designates only)

3.9.1. Entertainment charges incurred for legitimate purposes will be permitted. The expense must be supported by an itemized receipt and completion of the *Entertainment Expense Reimbursement (Schedule D)*, including names, position, and organization of individuals being entertained as well as the purpose of the entertainment.

3.10. Amounts Eligible for Reimbursement

3.10.1. The following guidelines will be used in determining the amount eligible for reimbursement under this policy.

3.10.2. Mileage at the rate established by the CRA, for travel over 5000 km, amended annually.

3.10.3. Meals at \$63.00 per day within the Rainy River, Kenora, and Thunder Bay Districts (Local Area Rates) and \$80.00 per day outside of the local area (Non-Local Area Rates), except where meals are included as part of the registration fee or are required for part days, in which case the following breakdown will apply (including gratuities):

Meals	Local Area Rates	Non-Local Area Rates
Breakfast	\$12.00	\$15.00
Lunch	\$16.00	\$25.00
Dinner	\$35.00	\$40.00

3.10.4. Breakfast may not be claimed on the day of departure (unless 1 hour prior to the start of the regular work day) and dinner may not be claimed on the day of return unless the return is after 6:00 pm. Meals may not be claimed when they have been included in the conference registration (excluding continental breakfast).

3.10.5. Travel advances will be available upon request to cover the cost of eligible expenses that have been pre-approved under this policy provided such request has been received by the Finance department at least ten (10) business days before the commencement of the event. Employees will complete a *Travel Advance Request* form as indicated in *Schedule C*.

3.10.6. Costs incurred by a spouse or non-employee are not eligible for reimbursement.

3.10.7. Costs incurred for items of a personal nature such as entertainment, hotel services, alcoholic beverages or spousal programs are not eligible for reimbursement.

3.10.8. Board members may claim a \$150 per diem or \$75 per half day (up to four hours) if within the Approved Annual Budget. Approval by Board resolution prior to travel is required if the amount is outside of the Approved Annual Budget.

3.10.9. Employees working for the RRDSSAB (with the exception of management) will not normally be required to travel outside regular working hours. It is the policy of the RRDSSAB to compensate for travel time outside the community in which the worker is normally stationed. Travel arrangements should be pre-approved by the supervisor as indicated below:

3.10.10. All travel time for voluntary travel, including travel on a Saturday, Sunday, or statutory holiday will be compensated on a straight hour for hour basis, equal to the time in transit required either by air or ground transportation to the destination and return only to a maximum of seven (7) or eight (8) hours per day (based on employee's normal work day) for travel time. Such travel time will be taken as lieu time.

3.10.11. All travel time for mandatory travel, including travel on a Saturday, Sunday or statutory holiday will be compensated on a straight hour for hour basis, equal to the time in transit required either by air or ground transportation to the destination and return with no maximum. Such travel time will be taken off as lieu time.

3.11. Meetings, Inspections & Daily Operations - Approval

3.11.1. Attendance of employees at meetings, inspections or such similar matters in the normal performance of duties does not require pre-approval by the Supervisor/Manager/Director or CAO, as the case may be.

3.11.2. Attendance of Board Members at meetings, conferences of organizations for which they have been appointed or elected, at the concurrence of the Board, do not require pre-approval of the Board.

Schedule A

Kilometre distances established for frequently traveled to destinations from Fort Frances, including return:

- Atikokan 300 km
- Dryden 400 km
- Emo 68 km
- Kenora 460 km
- Rainy River 190 km
- Sioux Lookout 600 km
- Thunder Bay 720 km
- Winnipeg 720 km

Schedule B

- *Travel Expense Statement Form*

Schedule C

- *Travel Advance Request Form*

Schedule D

- *Entertainment Expense Reimbursement Form*

Schedule E

- *Travel Waiver of Liability Form*