

Title: Travel, Hospitality & Expense Reimbursement

Resolution: 2020-0290; 2024-0278

Revised: 15 Oct 2024

Next Review Date: 2026

Special Notes/ Cross Reference:

POLICY STATEMENT: In conducting business for the Town of Westlock; Council and Employees incur both travel and hospitality expenses and the Town believes that both Council and Employees should be fairly compensated for these expenses.

PURPOSE: This policy provides guidance to Members of Council and Employees when making business expenses and claims for reimbursements.

GUIDELINES / PROCEDURES/ RESPONSIBILITIES:

1. **TRAVEL EXPENSES** – Costs incurred while travelling to and from meetings and attendance at meetings or other Town related functions. Includes the following: mileage, meals, accommodation, personal expenses and registrations.

Travel – Use of Personal Vehicle

Mileage will be paid out at a rate of \$0.54 per kilometer. This rate is intended to cover the cost of using their personal vehicle, including vehicle maintenance, insurance and fuel costs.

For out of town travel, wherever reasonable and subject to availability, a corporate vehicle should be used before determining if a personal vehicle will be used.

Council and Employees are encouraged to carpool to Town related functions.

When submitting a mileage claim, the submitter will use Google Maps to determine mileage from the Town of Westlock Administration Building to the location traveling to and vice versa. A screenshot of the mileage determination is to be submitted with their claim.

Travel – Taxi, Bus, Airplane, Parking

As per receipts submitted with claim.

Air Travel will be based on actual costs. All claims for air travel must be accompanied by an official receipt.

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Meal Allowance

As per receipt submitted with claim or;

\$15.00 – Breakfast

\$20.00 – Lunch

\$30.00 – Dinner

- Reimbursements for gratuities may be included and shall not exceed 15% of the total expenses.

Accommodation Allowance

Council and Employees may claim a \$30.00 overnight hosting expense if they find accommodations with a friend or family member at their destination or may claim hotel receipts submitted with expense claim form.

Personal Expense

For each twenty-four-hour period travelling on Town business, Employees may claim an allowance for personal expenses of \$20.00, inclusive to cover incidentals such as tips, gratuities or laundry services etc.

Registration Fees

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

The Town will not pay or reimburse for cancellation fees incurred unless pre-approved or in the case of an emergency.

If the registration fee has been paid by the Town, the registrant will be invoiced for the difference of the refund unless otherwise approved by Council or the Chief Administrative Officer.

2. **HOSPITALITY** – The expenditure of funds for entertainment and hospitality should be cost effective and in accordance with the best use of public funds.

Entertainment and Hospitality should not be substituted for business meetings which would ordinarily be conducted.

Entertainment & Hospitality means:

- The provision of meals or refreshments to persons who are visiting the Town of Westlock for business reasons;
- The organization of other functions which further the objectives of the Town of Westlock; or
- The entertainment of individuals at special events conducted at the Town of Westlock or other locations.

Examples are: hosting at functions such as special dinners, receptions, sporting or cultural events.

A Council member may claim Hospitality Expenses if the hospitality:

- Is provided in an economical and consistent manner;
- Facilitates Town business; and
- Is considered desirable as a matter of courtesy and protocol.

In the event that it is necessary or desirable for a Council member or Employee to host and entertain others in connection with Town business, the Town of Westlock will reimburse expenses directly incurred, provided all items are appropriately claimed with an accompanying itemized receipt.

For hospitality expenses, the following details must be included:

- Purpose;
- Date(s);
- Location; and
- Type of hospitality event (breakfast, lunch, dinner, reception, refreshments, etc)

Only Members of Council are permitted to claim alcoholic beverages for the purpose of hospitality.

Hospitality expenses can be claimed through the Expense/ Honorarium Claim Form or a Town of Westlock Credit Card ensuring that all necessary approvals are in place prior to its processing.

Members of Council must obtain prior approval from Council for all official entertainment and hospitality expenses. In instances of short timelines, the Mayor or designate may authorize requests.

Employees must obtain approval for all entertainment and hospitality expenses. The approval authority will be the Chief Administrative Officer and/or Department Director or designate.

Ineligible Travel Expense

If a spouse/ partner accompanies a Council member or Town Employee on Town business, the expenses of the spouse/ partner for registration, travel and meals are considered a personal expense.

Members of Council may claim for spouse/ partner banquet tickets where it is expected that they be accompanied by their spouse/ partner. (i.e., including, but not limited to FCM Conference Gala)

Except for Hospitality Expenses for Council members, alcoholic beverages are considered a personal expense and will not be reimbursed.

Meals and other sundry expenses are ineligible if they form part of a course/ conference registration package.

3. PROCEDURES

- All claims for reimbursements, except for Meal Allowance, Accommodation Allowance the Personal Expense of \$20/24 hour period, shall be accompanied by original itemized receipts, debit and/ or credit receipts and any other pertinent documentation that shows the amount claimed, taxes, any other surcharge, levy, fee and/or tip associated with the expense.
- All Council members and Employees are required to submit a signed Expense/ Honorarium Claim Form on a monthly basis in order to receive that month's expense reimbursement.
- Council is to submit their signed expense claims to the Municipal Clerk, whereby it will be scanned for accuracy. The Municipal Clerk will then forward said claim on to the CAO and Mayor for approval prior to submitting to the Accounts Payable Clerk for processing.
- Employees are to submit their signed expense claims to their Department Head or designate, whereby they will scan for accuracy, sign and forward to the Accounts Payable Clerk for processing.



Mayor Jon Kramer

Chief Administrative Officer, Simone Wiley