

POLICY 25-04

Travel Expense Reimbursement

DATE OF ADOPTION:	May 20, 2025	MOTION NUMBER:	25/05/76
DATE OF AMENDMENT:		DEPARTMENT:	Administration/Corporate Services

PURPOSE

To establish the procedures and rates by which the Town of Vermilion reimburses its Employees and Members of Council for travel related expenses incurred while conducting business on behalf of the Town of Vermilion or for the purposes of Professional Development.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Accommodation(s) is a room or rooms rented out to a Member of Council or Administration that shall include but may not be limited to, hotels, motels, cabins, campgrounds, and Airbnbs. Private residences are not considered Accommodations.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Employee is an employee of the Town of Vermilion.

Expense Voucher is the form that must be utilized by Members of Council or Administration for the purposes of Reimbursement.

Fleet is a Town owned vehicle, not including Town of Vermilion Fire Department Equipment.

Incidental Per Diem is an expense allowances that covers miscellaneous expenses.

Legitimate Business Expense is an authorized expenses incurred to acquire goods or services necessary for the provision of municipal services.

Manager is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Meal Per Diem is a reimbursement that covers expenses associated with subsistence.

Member of Council an individual elected to office pursuant to the Municipal Government Act (MGA) RSA 2000, c M-26. who serves as an elected official for the Town of Vermilion.

Pcard is a Town of Vermilion issued purchasing Credit Card.

Professional Development is a learning or development opportunities and activities to extend and broaden the scope of professional capabilities of Members of council and/or Administration in relation to their role and responsibilities.

Supervisor is the person who directly oversees a Member of Council or Administration.

Supporting Information is a record(s) and/or a written explanation to sufficiently demonstrate the validity of an expense.

Receipt(s) is an itemized record identifying the goods and/or services acquired, costs, date of purchase, vendor name, vendor GST number, and any applicable taxes. The itemized receipt must be accompanied by proof of payment, such as the credit card or debit card receipt.

Reimbursement is a payment made by the Town of Vermilion to a Member of Council or Administration who has incurred an out-of-pocket expense related to a Legitimate Business Expense.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

Travel is when a Member of Council or Administration is required to leave the corporate boundaries of the Town of Vermilion for the purposes of Professional Development or Town Business.

SCOPE

This policy applies to All Members of Council and/or all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Corporate Services
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

GUIDING PRINCIPLES

- Prior to Travel occurring or Travel arrangements being made for any purposes, members of Administration shall obtain approval from their direct Supervisor.
 - For any out of province or out of county travel, prior approval is required by the CAO.
- The request for Professional Development or Travel shall outline all expected costs and align with all Town policies and bylaws.
- Members of Council shall seek approval by a resolution of Council to Travel outside of Canada or for any Travel that exceeds their annual approved budget.
- When making Travel arrangements, Members of Council or Administration shall ensure expenses are reasonable, prudent and cost effective by utilizing the most economical mode of transportation taking travel time into consideration.
- Travel expenses are expected to demonstrate appropriate stewardship and accountability.
- Travel arrangements should be booked sufficiently in advance (where possible).
- The use of luxury accommodations or travel, such as hotel suites, luxury rental vehicles, or first-class airfare, will not be reimbursed by the Town of Vermilion.
- Travel arrangements shall not be selected with the explicit intent to collect personal rewards or loyalty points.
- A Pcard is the preferred payment method for the purchase of Legitimate Business Expenses and should be used whenever possible in accordance with Town policies and bylaws.
- If a Member of Council or Administration does not have a Pcard, their direct supervisor may use their Pcard to pay for travel-related expenses, or a personal payment method may be used with expense reimbursement by the Town.
- Members of Council or Administration travelling for more than eight (8) hours or overnight may claim an Incidental Per Diem to cover minor travel related costs not otherwise specified in this policy at a rate of \$20.00 per night.
- When overnight Travel is deemed appropriate, Accommodations shall be selected with the following considerations:
 - Host and sister Accommodations may be utilized first;
 - If a host Accommodation is not available or preferred, the next closest Accommodation with a comparable rate may be selected;
 - All available municipal discounts.
- Private residences in lieu of Accommodations may be used and shall be eligible for Reimbursement at a flat rate of \$50.00 per night.

- Rental vehicles may be utilized if the nature of Travel necessitates the use of a vehicle.
- Members of Council or Administration using private vehicles for Travel shall possess a Valid Alberta driver's license and have proof of current insurance for liability.
- Members of Council or Administration who operate a vehicle for the purposes of Town business, shall immediately notify their Supervisor if the status of their driver's license has changed or has been suspended.
- Members of Council or Administration using a private vehicle for Travel shall track their mileage for Travel purposes and shall receive Reimbursement at the annual km rate as established by the Canada Revenue Agency (CRA). This rate covers all personal vehicle expenses including but not limited to fuel, insurance, maintenance, etc., as the case may be.
- All claims for mileage Reimbursement shall be made in accordance with Town policies and bylaws.
- Parking, vehicles for hire, and public transportation expenses shall be eligible for Reimbursement in accordance with Town policies and bylaws.
- Fuel expenses are eligible for Reimbursement when a vehicle is rented or when a Fleet vehicle is utilized without a fuel card or Pcard.

ELIGIBILITY

- When travelling, Meal Per Diems may be claimed without Receipts in accordance with the following limits:
 - **Breakfast** **\$18.00**
 - **Lunch** **\$20.00**
 - **Dinner** **\$32.00**
 - **Daily** **\$70.00**
- Alternatively, Meal Per Diems may be claimed with Receipts in accordance with the following limits:
 - **Breakfast** **\$23.60**
 - **Lunch** **\$23.60**
 - **Dinner** **\$58.60**
 - **Daily** **\$106.10**

- Meal Per Diems shall be calculated in Mountain Standard Time (MST) in accordance with the following:

Departure Time	Per Diem
7:00 AM or earlier	Breakfast, Lunch and/or Dinner
7:00 AM – 1:00 PM	Breakfast and/or Lunch
1:00 PM – 6:00 PM	Dinner
6:00 PM or later	Dinner
Return Time	Per Diem
1:00 PM or earlier	Breakfast
1:00 PM – 6:00 PM	Breakfast and/or Lunch
6:00 PM or later	Breakfast, Lunch and/or Dinner

- When claiming a Meal Per Diem, Supporting Information shall be submitted such as the conference agenda or travel itinerary.
- A Meal Per Diem shall not be claimed when a meal was provided, unless the Member of Council or Administration is unable to tolerate the meal provided due to health or dietary restrictions.
- A Member of Council or Administration may claim the true meal expense rather than a Meal Per Diem if Receipts and relevant Supporting Information are provided to justify the overage.
- All claims for Meal Reimbursement shall be made in accordance with Town policies and bylaws.
- All claims for Reimbursement shall be submitted using an Expense Voucher.