



# FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

**POLICY:** TRAVEL AND OTHER EXPENSES

**Date Issued:** July 1, 1998

**Date Amended:**

## **PURPOSE AND INTENT**

To determine appropriate and eligible reimbursement for travel, mileage, meals, accommodation, and other expenses for Fraser Valley Regional District Board Members and Staff while on Fraser Valley Regional District business, or at the express direction of the Fraser Valley Regional District Board.

Fraser Valley Regional District business means business within the "core services" of the Fraser Valley Regional District, or business which the Fraser Valley Regional District Board otherwise expressly directs.

This policy shall be deemed to also apply to Fraser Valley Regional Hospital District business.

Reimbursement will be paid to Fraser Valley Regional District Board Members and Staff in accordance with this policy *only* where expenses are properly claimed and are deemed to be an eligible expense.

## **POLICY AND PROCEDURE**

### **1. Travel, Transportation and Mileage:**

- 1.1 Mileage is reimbursed at the per kilometer rate as determined by the Canada Revenue Agency annually.
- 1.2 The maximum mileage claim for long distance automobile travel shall be equivalent to economy airfare.
- 1.3 Transportation should be undertaken by the most economical means. Where feasible, long distance travel should be by air at economy rates.
- 1.4. All other travel costs, including but not limited to parking, transit passes, and bus tickets, shall be reimbursed at actual cost and must be supported by receipts in order to be eligible for reimbursement.
- 1.5 (Board members only) Reimbursement for travel, transportation and mileage shall be on the following basis in order to be claimed as an eligible expense:
  - 1.5.1 travel to meetings of the Fraser Valley Regional District Board and Fraser Valley Regional District Board standing or select committees or commissions of which the Board Member is an appointed member;

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- 1.5.2 travel to public hearings and public information meetings to which the Board Member is required to attend;
    - 1.5.3 travel to meetings of other Boards, groups or associations, or other meetings to which the Board Member has been appointed by the Fraser Valley Regional District Board to represent the Fraser Valley Regional District, and where reimbursement is not otherwise provided to the Board Member;
    - 1.5.4 travel to meetings of FVRD business related to Advisory Bodies (e.g. Advisory Planning Commissions) or local service management committees (e.g. Deroche Water Committee) which function within the Director's electoral area or municipality;
    - 1.5.5 travel on FVRD business by the Vice Chair to FVRD in the absence of the Chair;
    - 1.5.6 travel related to FVRD business, including constituency related meetings provided; however, that the maximum amount of such mileage claimed shall not exceed 400 km in any calendar month.
    - 1.5.7 travel to meetings (on average one (1) trip maximum per week) at the Fraser Valley Regional District Corporate office in Chilliwack, exclusive of Fraser Valley Regional District Board and committees meetings at the FVRD Corporate office in Chilliwack. Board Members are also entitled to be reimbursed for one (1) meal with receipts.
  - 1.6 Any mileage claimed under this Policy must include the following information, i.e. who, why, where, when, what and how many km:
    - Date of travel (when)
    - Each location travelled to (where)
    - Distance travelled (how many)
    - Purpose of the travel (what). If the purpose was to meet with a constituent or group, the name of the people as well as the reason for the meeting is to be included. (who, why)
  - 1.7 Travel expense claims should be submitted monthly for reimbursement, or as soon as reasonably possible.
  - 1.8 The Board may, at its discretion, assign a FVRD vehicle to a Board Director to perform the duties of his/her office when doing so is shown to be of greater financial benefit than paying a per KM reimbursement rate. The allocation of costs associated with the FVRD vehicle will follow the same process as per KM reimbursement.
2. **Accommodation:**
- 2.1 Accommodation is reimbursed at cost and requires that original receipts be submitted.

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- 2.2 Accommodation allowance in lieu of hotel accommodation is \$40 per night.
- 2.3 (Board members only) Reimbursement for accommodation is approved on the following basis:
  - a. for accommodation within the Fraser Valley Regional District while on Fraser Valley Regional District business;
  - b. for accommodation outside the Fraser Valley Regional District with prior Board approval; or
  - c. the Board Chair shall be entitled to claim for accommodation outside the Fraser Valley Regional District without prior Board approval where travel and accommodation is deemed necessary and in the interests of Fraser Valley Regional District business, whereupon a report will be submitted to the Board at the next Board meeting for information.

### 3. **Meal Allowances:**

- 3.1 Board members or staff may claim per diem or actual costs for nutritional requirements while on FVRD business.
- 3.2 Where a per diem does not apply, meals including gratuities (not exceeding 15%) shall be at cost.
- 3.3 To be eligible for reimbursement for meals, the following criteria must be met:
  - a. Original detailed restaurant receipts are required for all meal expenditures. If paying by credit card please include credit card stub which provides total cost of meal including tip.
  - b. If third parties are involved in the meal, the name of the third party and meeting purpose must be written onto the receipt or expense claim.
  - c. Any meals provided with accommodation, conferences or other events should not be claimed for reimbursement.
  - d. Where the option for per diems is selected, the following meal allowances will be paid:

Breakfast: \$ 15.00

Lunch: \$ 25.00

Dinner: \$ 35.00

- 3.4 Electoral Area Relationship Building Meal Allowance:
  - a. An Electoral Area Director may claim for meal expenses incurred when meeting with local community leaders.
  - b. A maximum of \$250 per annum may be claimed under this section.

- c. All claims under this allowance must follow the criteria noted under Section 3.2.

4. **Other Expenses (Board members only):**

- 4.1 Cell Phone - where a personal cell phone is used for conducting FVRD business, the Director may claim reimbursement for their monthly cellular cost. The reimbursement should reflect the percentage of use attributed to FVRD business.
- 4.2 Home Internet – Directors are expected to have home internet in order to access agendas, reports, information and emails from the FVRD. As such, a Director may claim reimbursement for their monthly home internet cost. The reimbursement should reflect the percentage of use attributed to FVRD business.
- 4.3 Home Office – an Electoral Area Director may incur some cost in setting up a home office for performing the duties of their office. An amount, not to exceed \$500 per 4 year election term, may be claimed with supporting receipts and confirmation that the supplies are being used for an EA Director Home Office.

5. **Fraser Valley Aboriginal Relations Committee – Treaty Table Representative Per Diem**

Fraser Valley Aboriginal Committee members who have been appointed to represent the Fraser Valley Regional District Board at Treaty Tables will be eligible to claim \$200.00 per diem while attending the treaty negotiations and will also be eligible for expense reimbursement.