

<b>Section:</b> Compensation	<b>Policy Number:</b> B.3.2
<b>Sub-section:</b> Reimbursable Expenses	<b>Effective Date:</b> September 18, 2009
<b>Subject:</b> Vehicles & Travel Expenses	<b>Revision Date:</b> July 27, 2010; March 5, 2013; September 3, 2013, May 5, 2015; July 21, 2015

## Vehicle and Travel Expenses

### Purpose and Application:

To establish the rates at which employees (both union and non-union), Council and members of Committees and Local Boards will be reimbursed for approved vehicle and travel expenses in carrying out the duties of the municipality and to provide rules with respect to insurance, driving records and use of Town vehicles.

### Policy:

#### 1.0 Mileage

- 1.1 The Town of South Bruce Peninsula will, upon submission of the properly completed expense form, reimburse you for business mileage as established by the Government of Canada (CRA) mileage rate.
- 1.2 The applicable mileage paid is based on the shortest distance between your regular place of work and the business destination, unless the distance between your home and the business destination is shorter and you are traveling from home.
- 1.3 Employees may be assigned to various workplaces within the municipality as directed by their Supervisor or Department Head. Employees will not be reimbursed for travel to their workplace, but will be reimbursed should the Supervisor or Department Head, direct they travel from the regular work place to undertake work at another location.
- 1.4 Non-Council and non-staff members of Committees of Council, volunteers and Local Boards will not be paid mileage unless legislation specific to the Committee of Council, volunteer or Local Board permits mileage payments. Members of Committees of Council, volunteers and Local Boards will be paid for mileage to and from their place of residence to approved conferences and seminars. (The reference to volunteers does not include volunteer firefighters.)

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### 2.0 Parking

- 2.1 Reimbursement will be provided for parking expenses related to business use (conferences, training, seminars, etc.), after you submit the appropriate receipt.
- 2.2 Reimbursement will be based upon the honour system for coin-operated, parking meters engaged for business use (conferences, training, seminars, etc.).
- 2.3 Reimbursement will not be provided for parking expenses at your regular place of work.

### 3.0 Council Mileage Expenses

- 3.1 Council members are entitled to reimbursement for mileage to attend meetings of Council, including regular meetings, special meetings and public meetings.
- 3.2 Council members appointed to Committees, local boards and other appointments are entitled to mileage reimbursement only if the member of Council is not being otherwise reimbursed for mileage (ie. if a board provided mileage payments, the member of Council would not also receive reimbursement from the Town).
- 3.3 The Mayor as representative of the Town may attend meetings and events from time to time on behalf of the Town. Mileage to such meetings and events will be reimbursed subject to the provisions contained herein.

Where a member of Council must attend a meeting or event to represent the Town, that member will be entitled to reimbursement of mileage where the attendance has been authorized by either the Mayor or by Council. Written confirmation, signed approval of the submitted expense report or a Council resolution shall constitute authorization.

- 3.4 Council reimbursement applies to mileage from the Council member's home to the intended location based upon the shortest normal travel route.
- 3.5 The Town of South Bruce Peninsula will, upon submission of the properly completed expense form, reimburse Council members for business mileage as established by the Government of Canada (CRA) mileage rate.

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### 4.0 Insurance

- 4.1 If you will be using your personal vehicle for business purposes, you must notify your insurer.
- 4.2 The Town carries legal liability protection against claims arising out of accidents involving vehicles not owned by the Town but being operated on behalf of the Town. This coverage is only in excess of the coverage on the automobile by the owner of the vehicle, and in no event, less than the legal minimum limit (\$200,000) and is subject to the policy limit of the Town's non-owned automobile policy. This limit is \$25,000,000 for any one claim.
- 4.3 The Town insurance coverage will only come into effect once the automobile owner's policy limit has been exceeded.

### 5.0 Driving Record

If you are required to drive as part of your job, the municipality shall require you to provide us with a driver abstract to ensure that you have a clean driving record and you must notify the municipality if your license is suspended or may be suspended. Loss and/or suspension of required driver's license may result in termination of employment.

### 6.0 Use of Municipal Vehicles

- 6.1 The Town of South Bruce Peninsula encourages the proper use of municipal vehicles for municipal purposes. Municipal vehicles shall not be used for personal use or gain. Such misuse may result in discipline or termination.
- 6.2 Employees using municipal vehicles will be required to provide a valid and current driver's license to the Finance Department prior to the use of any municipal vehicle.
- 6.3 For reasons of liability, only Town employees and members of municipal Council may be passengers in Town vehicles.

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- 6.4 Exceptions to item 6.3 above include:
- 6.4.1 Contractors working for the Town and actively involved in the Town's business at the time he/she is a passenger in the Town vehicle.
  - 6.4.2 Tenderers/consultants who are being transported to the project site.
  - 6.4.3 Committee or Local Board members or volunteers for the Town while actively involved in a Town-sanctioned event or participating in Town business at the time he/she is a passenger in a Town vehicle.
  - 6.4.4 Emergency situations where there is reason to believe that the health or safety of a member of the public may be at risk.
  - 6.4.5 Special events in which the municipal vehicle is part of a parade, passengers are permitted in the vehicle as part of such promotional event providing that all passengers are seated and belted.
  - 6.4.6 Carpooling to meetings with staff from other municipalities.

### 7.0 Travel

- 7.1 The appropriate department will coordinate and arrange payment for all travel related arrangements including booking hotels, car rentals and internet expenses.
- 7.2 Wherever possible, Council and employees will be encouraged to travel together when more than one employee and/or member of Council is attending the same venue.
- 7.3 When overnight travel is required, the Town will grant the following:
  - 7.3.1 A per diem rate which includes: breakfast (up to \$10.00); lunch (up to \$15.00); and dinner (up to \$40.00) while carrying on business outside of the municipality.
  - 7.3.2 Other required costs associated with carrying out business on behalf of the Town will be reimbursed upon submission of receipts and authorization.
  - 7.3.3 One personal phone call per day from your hotel to a maximum cost of \$10.00 (ten dollars) per day.

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7.4 The Town will not pay for mini-bar purchases, dry cleaning, in-room movies, spa services or other room service charges.