



POLICY 3.12 TRAVEL AND SUBSISTANCE

Department: Finance

Date Approved: February 7, 2013

Rescinds:

Board Res. No: 017/02/07/13
018/02/07/13

PURPOSE:

To provide a fair and equitable means of reimbursing Employees and Directors for their travel and subsistence while at conferences, training seminars and other out-of-area business.

SCOPE:

This policy applies to all Employees and Directors.

POLICY STANDARDS:

1. When an Employee or Director travels on approved Peace Regional Waste Management Company business the following items shall apply:
 - a. Accommodation expenses should normally be arranged prior and paid for by the Peace Regional Waste Management Company credit card. Incidentals shall be paid for by the Employee or Director prior to leaving the hotel.
 - b. If an Employee, or Director chooses to arrange for private accommodation, a per diem of \$50.00 may be claimed.
 - c. An Employee or Director is required to submit receipts for all costs incurred other than meals. Receipts must be detailed and show the GST amount and GST registration number. No other form of payment receipt shall be accepted. Costs for reimbursement shall include:
 - i. Taxi Fare
 - ii. Airfare: To be taken in the lowest cost class. If the Employee or Director chooses to fly in a higher class, then they are responsible for the difference in fare
 - iii. Parking Charges
 - iv. Automobile Rental
 - v. Bus fare
 - vi. Overnight subsistence in accordance with receipts
 - vii. Overnight accommodation in commercial accommodation

d. When Employees or Directors are required to use personal vehicles to conduct Company business, they will be reimbursed at the current rate set periodically by Revenue Canada.

e. Meal Subsistence shall be paid to Employees and Directors at the following rates:

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$35.00

~If a meal is included in the conference registration fee, the attendee will not be reimbursed for a claim for a meal.

~The General Manager is authorized to use the Company credit card for meal expenses in replacement of meal allowance.

f. Employees and Directors are encouraged to travel in the same vehicle whenever possible.

g. The most direct, economical and time efficient mode of transportation should be utilized, as well using the nearest hotel in proximity to the event should be utilized. If an Employee or Director chooses an alternate method of transportation or accommodation, then reimbursement may be limited to an amount equal to the cost of using most direct, economical and time efficient mode of transportation, the nearest hotel accommodations, and the least kilometers required to attend the event. Air fares shall not exceed regular economy class rates.

h. An Employee who has been involved in an accident involving his or her personal vehicle while on Peace Regional Waste Management Company business shall be granted the required time off at the discretion of the supervisor for the arrangement of a claim settlement.

i. While traveling on Company business, business and family related long distance calls and/or internet usage may be made at the Employee or Director's discretion. Where possible, Company-issued cell phones should be used to avoid excessive charges levied through hotels.

j. The Employee may apply for an accountable advance to cover the anticipated costs which will be incurred.

Chairman

General Manager