



Administrative Policies & Procedures

Corporate, Travel & Auto Expenses

Policy No. 28

Human Resources Department

Topic:	Corporate, Travel & Auto Expenses	Affects:	All Employees & Elected Officials
Section	Financial Management	Replaces:	Old Policy No.28
Original Policy Date:	April 6, 1988	Prior Revision Date:	May 1, 2006
Effective Date:	May 9, 2012	Next Revision Date:	
Prepared By:	Human Resources	Approval Authority:	CAO

1. POLICY

The Town of Aurora will reimburse elected officials and employees all actual expenses reasonably incurred in the performance of their duties or in respect of travelling within or outside of the town as set out herein. Travel beyond Canada to the continental United States requires written pre-approval of the CAO. Travel beyond the continental United States requires pre-approval by Council.

2. GENERAL

All expenditures are subject to corporate, departmental and divisional budget constraints, and are subject to the approval of the employee's supervisor prior to reimbursement.

In all circumstances, judgment is required, trying to ensure that a reasonable taxpayer in similar circumstances would find the expense justifiable and in the interests of the corporation. Employees should be particularly careful in evaluating such optics when expenses or events involve an existing or potential supplier of goods or services for the Town.

3. TRAVEL COSTS REIMBURSEMENT

Staff will take reasonable efforts to minimize travel costs when travelling on town business, taking into consideration opportunities to use public transit or carpooling, their own safety, and best use of time.

Own Vehicle Costs:

Employees who use their own vehicle for travel on town business must document their kilometres driven for each leg of their travel for each day, using a format similar to that shown in "Attachment A" for approval by their supervisor.

Travel distances for reimbursement shall be determined as originating from/ending at the employee's normal work location (Town Hall, SARC etc.), as determined using actual odometer readings, or verified by maps/directions from the Internet, regardless of whether travel is direct from/to the person's residence. Reasonable routing for multiple destinations of a single day are expected, with the actual cumulative distance driven reimbursed. Driving beyond the borders of Ontario is to be pre-approved in writing by the departmental Director prior to the travel.

Commuting from home to the normal workplace is not eligible for reimbursement.

Per-kilometre reimbursement rates will be reviewed and approved by the Chief Administrative Officer on or about April 1 of each year, or more frequently if deemed appropriate. The rate will be

established on a recommendation from the Treasurer. In developing the recommendation, the Treasurer will use a formula approach using information contained in the Canadian Automobile Association's annual publication "Driving Costs" and local fuel costs. Such allowance rate shall be deemed by the Corporation as "reasonable" for purposes of federal income tax purposes. Such reasonable reimbursements based on per kilometre actual usage are not subject to income tax or other statutory deductions, subject to amendment by the federal government.

The per-kilometre reimbursement rate effective May 1, 2012 will be \$0.58 per kilometre.

Normally no additional reimbursement will be made for accident or other damage, including cleaning interior or exterior, subject to the following exception:

In recognition that inspection staff regularly use their own vehicles on Town business within active construction areas and are subject to above normal mud and tire punctures, the listed positions below shall be entitled to an additional \$0.04 per kilometre allowance on all kilometres driven in respect of their Town work, except for travel to conferences and meetings not occurring in in-Town development construction areas. Additional positions may be so entitled upon the written approval of their departmental Director and the CAO.

- Building Inspector/Plans Examiner
- Senior Building Inspector
- Senior Plumbing Inspector
- Acting Senior Building Inspector
- Acting Code Specialist
- By-law Enforcement Officer

Parking: Parking lot charges shall be reimbursed based on paid receipts, to be submitted at the time associated mileage reimbursement is claimed.

Parking fines: Parking fines and other infractions are not reimbursed as these are the direct responsibility of the driver. Naturally this extends to infractions while driving Town owned vehicles as well as personal vehicles.

Rental Cars: Employees with their own car who choose to rent a vehicle rather than use their own vehicle for business travel shall be reimbursed only in the same manner as they would had they used their own vehicle for the travel or the actual rental costs, which ever is less.

Highway 407 Toll Charges: The Town will pay costs of 407 or other highway tolls where appropriate.

Other Travel Costs:

Transit and taxi: The Corporation will reimburse reasonable amounts for appropriate use of transit, taxi and airport limousines upon presentation of receipts.

Air travel: The Corporation will reimburse costs for appropriate use of air travel. Pre-approval by the department Director is required prior to confirming flight arrangements. Air travel shall be by the most economic seating available on the most appropriate commercial airline connections in the circumstances. In no circumstances shall first class or similar premier seating fares be reimbursed. Use of taxi, bus, airport limousine or similar services from the employee's home to the airport and back, is considered as a reasonable alternative to driving to the airport and parking an owned vehicle while away.

Overnight Accommodations: The Corporation will reimburse amounts for necessary hotel accommodations when travelling on town business. In-room additional charges such as mini-bar, laundry/dry cleaning, and pay-per-view programming shall not be reimbursed. Internet and business office use fees are eligible expenses. Base room charge rates shall be not more than \$225 per night, or if in excess of such amount, the most economical room available at the time of booking. Multiple staff per room is not expected.

Auto Allowances: Directors and CAO shall receive as part of their compensation an annual taxable allowance, paid bi-weekly, for use of their own vehicle for Corporation business within Town limits. The allowance is based on 2,400 kilometres of use per year (18,000 kilometres for CAO), and shall be adjusted accordingly each time the per-kilometre reimbursement rate for staff is adjusted.

Meals, Hospitality, Entertainment and Networking Expenses:

Meals: Reasonable costs, subject to the Town's Alcohol Expenses Policy noted below, will be reimbursed, based on the actual receipted expenses. Cost guidelines, including gratuity are as follows:

Breakfast	- \$15.00 per person
Lunch	- \$ 25.00 per person
Dinner	- \$ 30.00 per person

Per Diem Incidental Allowance: \$15.00 per hotel night – no receipt required

Networking: Reasonable costs associated with attendance at networking events or functions arranged by associations or conference organizers, including sporting or entertainment events, golf tournaments (including when in conjunction with a conference), where attendance or representation at such event is beneficial to the employee's work effectiveness for Town purposes, will be reimbursed, where written pre-approval by the departmental Director is obtained.

Family members: Spousal/family member surcharges: When travelling on Town business, where appropriate, a spouse, partner or family member may accompany the staff member. All surcharges and costs associated with such persons must be borne by the employee.

Meetings and town staff only related expenses: Modest expenses for meeting supplies or appropriate meetings with staff where appropriate will be reimbursed, subject to annual budget allocations.

Alcohol Expenses: Normally, business expenses should not include costs for alcoholic beverages.

Special Occasions: Reasonable expenses for special events, such as the departure of an employee or summer student, or significant graduation, will be reimbursed.

4. UPDATES

Minor administrative updates to this policy by the CAO are authorized provided no material changes affecting members of Council or changes which may have a material financial impact on the corporation are made without Council approval.

5. REFERENCE

Staff Training and Development – Policy No. 30
Attendance at Conferences/Conventions – Policy No. 31
Memberships – Policy No. 45
Members of Council Expense Policy – Policy 57

