



Hastings Highlands

Beautiful By Nature

Schedule 'A' to Bylaw 2023-080

Municipality of Hastings Highlands - Corporate Policies and Procedures			
DEPARTMENT: Finance			POLICY #:
POLICY: Corporate Expense Policy			
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Policy Statement

This policy addresses the methods and procedures by which Municipal Representatives and employees of the Municipality of Hastings Highlands will be governed when attending to business related to the Municipality including, but not limited to, attending conferences, conventions, seminars, and business either within the Municipality limits or beyond; and provides for the associated compensation and reimbursement entitlements.

Purpose

The purpose of this policy is to:

- Define reimbursable travel expenses that may be incurred while travelling on authorized Municipality of Hastings Highlands business;
- Define reimbursable business expenses that may be incurred while carrying out Municipal duties and job requirements;
- Establish approval guidelines and control requirements for: travel, business and mileage expenses while travelling or conducting authorized Municipal business;
- Provide information necessary to accurately record and report travel, business and mileage claims.

Scope

This policy applies to all Municipality of Hastings Highlands employees and Municipal Representatives.

Definitions

“Chief Administrative Officer” means the Chief Administrative Officer for The Corporation of the Municipality of Hastings Highlands or designate.

“Council” means the Council for The Corporation of the Municipality of Hastings Highlands.

“Department Head” means the employee responsible for direction and operational control of a Department or designate.

“Employees/Staff” means the employees for The Corporation of the Municipality of

Hastings Highlands, including Volunteer Fire Fighters.

“Mayor” means the Mayor for The Corporation of the Municipality of Hastings Highlands or designate.

"Municipality" or "Municipal" means The Corporation of the Municipality of Hastings Highlands.

“Municipal Representative” means Members of Council and Members of Committees and/or Boards of Council.

“Operations Supervisor(s)” means the employee(s) of the Corporation of the Municipality of Hastings Highlands who initiate, manage, direct and assist the Operations Department Head in the operational activities.

"Personal Vehicle" pertains to a vehicle that is owned or in the legal custody of a Municipal Representative or employee.

“Receipt” original document showing the name of the vendor, as well as the date, amount and detailed description of the expenditure paid by the Municipal Representative or employee

"Rental Vehicle" means a vehicle that is rented from an agency or dealership for the purpose of providing a temporary vehicle to a customer.

“Treasurer” is the individual appointed by the municipality who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by Council.

Responsibility

The **Mayor** or designate is responsible to:

- Review and approve travel, business and mileage reimbursement requests of the Chief Administrative Officers and all Council Members;
- The Chair of any Committee or Board of Council will be responsible for reviewing and approving any Municipal Representative’s reimbursement requests.

The **Chief Administrative Officer(s) (CAO(s))**, or designate, is responsible to:

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- Review and approve travel, business and mileage claims of the Mayor and all Department Heads;
- Direct the review of this policy at a minimum of every five years, or as often as necessary;
- Approve individual travel and business expense claims greater than \$3,000 and mileage claims in excess of \$1,000. Claims may not be broken into smaller transactions in order to meet this limitation;
- Approve all employee travel outside Ontario prior to commencement.

The **Department Heads**, or designates, are responsible to:

- Review and approve travel, business and mileage claims of all employees within their department;
- Ensure all department employees are aware of this policy;
- Address departmental issues of interpretation of the policy and procedure;
- Participate with other Department Heads in promoting a consistent application of this policy in all departments.

Municipal Representatives and employees are responsible to:

- Become familiar with, and develop an understanding of, this policy and related procedure in order to facilitate compliance;
- Complete and sign all required documents pertaining to travel, business and mileage expense, and attach all supporting invoices/receipts and forms;
- In the event of cancellation of intended travel, notify the approving authority and promptly obtain all possible refunds for expenses incurred to date.

In no circumstance can the approving authority approve their own expense reimbursement.

General

Travel, business, and mileage expenditures are to be based on sound judgment and proper regard for economy.

Travel, business expense and mileage claims are subject to examination by Municipality's administration and/or the Municipality's external auditors and should be completed with care, accuracy and supported by the appropriate forms, invoices and/or receipts.

When more than one traveller is attending the same event, all attendees must:

- Coordinate travel arrangements;
- Take advantage of group rates;
- Individually submit a separate travel reimbursement form where reimbursement is required, via the Expense Claim Form.

When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Extended travel time and related expenses are at the traveller's own expense. Extended travel days require approval and must result in no additional cost to the Municipality. Vacation, unpaid leave, or compensatory time, as applicable, must be used for any extended travel period.

Upon request, summary notes must be provided within 30 days of travel to the approving authority for any course, conference, or seminar attended. The summary should include, but is not limited to:

- Name and dates of the event;
- Benefits to the Municipality as a result of attendance;
- An overall review of the event;
- A general recommendation for other Municipal personnel.

Upon request, any non-material administrative deviation from this policy requires written documentation and explanation by the applicant and approver.

- Examples of non-material deviations include:
 - A lost receipt (up to \$50)
 - A travel advance required greater than two weeks in advance

- If business meal costs are greater than the amounts deemed to be reasonable

Expense Claims under Twenty (\$20) are subject to reimbursement through petty cash.

Expense Claim Forms and receipts must be submitted within 30 days from travel completion, or the date on which the business expense was incurred. The Treasurer may refuse to accept any receipt that does not match the definition of a “receipt” stated above.

Travel and related expenses will not be reimbursed for spouse and/or other guests.

Registration Fees

The Municipality will reimburse registration fees for approved courses, seminars, and conferences that are within approved budget, subject to approval by the appropriate Approval Authority.

Costs for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.

Transportation

The most economical and practical method of transportation should be used, while considering travel time (personal time/absence from work), accommodation and subsistence expense for each alternative.

- To request transportation that is not comparably the lowest cost, the traveller must justify that the premium is reasonable considering convenience and/or time factors

Use of a **personal vehicle**:

- Will be reimbursed at a per kilometer rate as determined by the rate per kilometer in accordance with current year Canada Revenue Agency posted automobile allowance rates;
- All Municipal Representatives and employees using their personal vehicle for Municipal business are recommended to obtain advice on coverage from their insurer;

- Mileage expense requires a MapQuest or Google Map indicating kilometers to and from event/activity. Mileage will be calculated from the Municipal Office address, being 33011 Highway 62, Maynooth, ON, or the employee's regular workplace address (if not the main Municipal Office) to the location of the event/activity;
- Certain departments may, with approval from the CAO, submit mileage claims without MapQuest or Google Map backup documentation if they have significant travel requirements (ie. Building department) and have sufficient internal travel records that can be examined upon request;
- Expenses relating to personal vehicles such as maintenance repairs, insurance premiums, accident deductibles, traffic tickets, or fines, etc. will not be reimbursed;
- Highway 407 toll charges are a reimbursable expense (receipt and proof of payment is required).

Use of a **Vehicle rental:**

- The Municipality encourages use of a rental vehicle when travelling (approximately) more than 150 kilometers outside of Municipal limits;
- The vehicle rental will be reimbursed at actual cost;
- Additional insurance is included within the rental coverage
- The rental contract must be registered under the name "**The Corporation of the Municipality of Hastings Highlands – Applicant Name**";
- The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.

Travel by **air or rail** will typically be reimbursed at the economy rate. Upgrades to business class travel are typically at the traveler's expense, with the following exceptions:

- Travel by business class rail may be considered for reimbursement where the cost does not exceed that of economy air travel for the same journey;

- Flights outside of North America in excess of six hours may be reimbursed at the business class level in recognition of the flight times involved;
- Less expensive seats are not available;
- The departure time is not acceptable;
- The individual is travelling on a continuous flight in excess of five hours.

Reasonable expenses incurred for **taxis or equivalent ground transportation** while on Municipal business will be reimbursed.

The Municipality will not reimburse Municipal Representatives or employees for personal items lost while travelling on Municipal business.

Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the applicable approving authority immediately. It is expected that the affected party secure complimentary lodging and/or meals, where applicable. Any additional expense resulting from the delay or cancellation may require justification and may be subject to further review.

Accommodation

The name of "The Municipality of Hastings Highlands" must appear on all hotel room registrations and in each case available government or corporate rates should be requested. Individuals may be reimbursed for either single or double room base rates (including applicable taxes) depending on individual circumstances.

- In the event of travel cancellation, the claimant may be held responsible and not be reimbursed for 'no show' charges resulting from failure to cancel a hotel reservation.

Accommodation with family or friends will not be reimbursed.

Travel Meals, Gratuities, and Incidental Expenses

While travelling for business purposes, the Municipality will reimburse actual expenses supported by detailed receipts.

- However, Municipal Representatives and employees should note that the allowance shall be a limit of One Hundred (\$100.00) per day (provided actual detailed receipts are presented);
- Meals, when supplied on airlines, trains, or included in registration/conference fees will not be reimbursed;
- Personal expenses such as souvenirs, sightseeing tours, nightclubs, spectator events, etc. will not be reimbursed.

Business Meals

Reimbursement for meals and non-alcoholic beverages during staff meetings will be considered under the following criteria:

- It is determined, by the applicable Department Head, to be necessary. For example, a working meeting extended beyond four hours;
- Amounts are deemed reasonable and with approved budget;
- Itemized receipts and an Expense Claim Form are submitted.

Business meals including third parties will be reimbursed under the following circumstances:

- Meal is determined to be necessary for business purposes and in the best interest of the Municipality;
- Itemized receipts and an Expense Claim Form must be submitted. Credit card receipts, providing the vendor and total expense only, will not be accepted.

Facility rental fees, should no suitable Municipal facility be available, are an allowable expense and should be paid directly to the third party by the Municipality.

Alcohol is not a reimbursable expense for business meetings, social functions, or any other event attended or hosted by Municipal Representatives and/or employees, during or after business hours, on or off Municipal premises.

Purchasing Card Guidelines (Credit Cards)

Corporate purchasing cards (credit cards) are designed to provide an efficient and low-cost method of purchasing. Credit cards are assigned to assist employees in obtaining goods and services in an expedient manner that are deemed to satisfy an immediate

requirement, where it is more appropriate to use this form of payment, to simplify travel arrangements, to provide a means of payment when a purchase order or invoicing protocol cannot be facilitated, and for emergencies. It provides a cost effective and timely payment method compared to the use of electronic funds transfers or cheque issuance. It is the intent to use credit cards only to augment the Municipality's Procurement Policy. The use of credit cards in no way supersedes the requirements set forth in the Procurement Policy.

The Chief Administrative Officer(s) (CAO(s)) has the authority to authorize the corporate credit cards and card limits, subject to the overall limit of the Municipality's purchasing card program.

- The Department Heads and the Operations Supervisors are permitted to have a Municipal credit card. Other positions may be authorized to have a corporate credit card at the discretion of the CAO;
- Due to internal controlling, it is recommended that the Treasurer (and Deputy Treasurer) does not have a credit card;
- Only the individuals authorized by the CAO(s) are permitted to use credit cards, the cardholder is not permitted to lend/share their card;
- The credit card should be kept in a secure location;
- Before purchases are made with credit cards, employees must ensure that they abide by Municipal purchasing requirements concerning eligible expenses, authorization limits, and all other requirements outlined in the Procurement Policy;
- Credit cards must not be used in conjunction with any cards or programs that result in personal gain, including but not limited to bonus points, discount dollars or rebates. Redemption of loyalty points or rewards accrued under a Municipal credit card is limited to municipal business purposes. Employees are encouraged to use a Municipal credit card instead of a personal credit card for municipal expenses.
- Employees must take care not to claim double allowances (i.e. request reimbursement for an expense already paid by the credit card or via an Expense Claim).

The purchasing card is not to be used for personal use; all purchases made on the card should be for official Municipal business only. If there are repeated instances of personal purchases made in error, card use shall be reviewed and may result in loss of card privileges.

Monthly credit card statements will be forwarded to card holders directly. The card holder must retain the original receipts along with the credit card slips. All transactions and vendor receipts must be properly authorized. This means that the Finance accounts payable stamp must be used, appropriate signatures must be obtained indicating that the goods were received or services rendered, invoice calculations must be rechecked, the dollar payable amount is clearly noted, the account code is noted and the statement has been signed by an individual with the proper authority level.

- The credit card monthly statement and attached authorized original documents must be returned to the Finance Department within 14 calendar days of receipt;
- All receipts must be kept by the cardholder and attached to the monthly credit card statement. It is the card holder's sole responsibility to ensure that the monthly credit card statement is forwarded to the Finance Department and includes all the supporting documentation and account charges, be appropriately matched and reconciled and have the appropriate authorizing signature;
- The Finance Department audits and reconciles the credit card transactions, and monitors card holder's statements. Card holders and Department Heads will be notified of any disputed charges, or policy and contractual violations;
- Although the credit card is issued in the employee's name, the credit card company invoices the Municipality of Hastings Highlands directly. The Municipality makes the payment to the credit card company through an automatic charge to the appropriate bank account at a pre-specified time each month. This will eliminate the chances for service fees as a result of late payment;
- Returns and exchanges for purchases made on the credit card must be reversed on the credit card as opposed to receiving a cheque or cash. The reversing credit card slip along with any other documentation must be attached to the monthly credit card statement and submitted to the Finance Department.

Fraud or misuse of a Municipal credit card may result in administrative action including disciplinary measures up to and including termination of employment. Individuals will be held responsible for any losses to the Municipality resulting from fraud or misuse and appropriate action will be taken to recover those losses.

Failure to provide authorized receipts may result in the card holder being held responsible for the purchase along with appropriate action being taken to recover these amounts from the card holder. Appropriate action, as referred to in the two preceding paragraphs, may include but would not be limited to, withholding of wages through a payroll deduction to satisfy the recovery.

It is the responsibility of the CAO, or designate, to obtain Municipal credit cards from terminating employees prior to their last day of work. The cards must be returned to the

Finance Department who will be responsible for the destruction of the card. The Finance Department will update their list of credit cards outstanding and confirm with the credit card company that the card has been cancelled.

Records

All submitted Expense Claim Forms become finance and accounting documents to be retained in accordance with Records Management Policy.

Appendix – Expense Claim Form

- Expense Claim Form