

	POLICY	Owner Department: City Clerk
	Travel and Expense Policy for Elected Officials	
Effective Date: July 16, 2018	Last Reviewed Date: July 16, 2018	
Approving Authority: Moncton City Council	Replaces No.: Policy 0290	

1. Policy Statement

The purpose of this document is to outline the City of Moncton’s Policy regarding the approval and reimbursement of travel and other expenses for Elected Officials and to ensure that such expenses are managed in a consistent and cost-effective manner.

2. Definitions

Maritime Provinces: means New Brunswick, Nova Scotia, and Prince Edward Island.

3. Making Travel Arrangements

The Travel / Training Request form is required for travel outside of the Maritime Provinces. The form must be completed and approved by the Mayor prior to any travel and attached to the expense claim for reimbursement. (The Travel / Training Request form is located on the city’s “Intranet” under “Corporation” and then “Forms” or at: <http://cityweb/Home.htm>)

An Elected Official should utilize the most economical mode of transportation available, taking travel time into consideration. Travel plans should be made as early in advance as possible to obtain travel discounts when available. The Office of the City Clerk will assist Elected Officials with travel arrangements.

4. Travel by Personal Vehicle

Elected Officials will be paid the rate per kilometer as established in By-law #A-202, A By-law Relating to the Election of Members of Council, Their Remuneration and the Establishment of Ward Boundaries Within the City of Moncton, when utilizing their personal vehicle on City business.

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If an Elected Official opts for utilization of his/her personal vehicle on City business within Canada, a maximum of 500 Kilometers each way shall be reimbursed (i.e. Round-trip maximum of 1,000 Km). The number of kilometres reimbursed will be calculated from the normal place of work to the final destination and return.

Vehicle repairs, tires, or other automobile expenses shall not be paid for the use of privately owned automobiles. These expenses are included in the mileage reimbursement rates. When two or more people share an automobile, only one person may claim reimbursement for mileage. Mileage shall be recorded in the Monthly Councillor Mileage Log. (The log is located on the city's "Intranet" under "Corporation" and then "Forms" or at: <http://cityweb/Home.htm>)

5. Travel by Other Modes of Transportation (Airline, Rail, Bus)

When travelling by modes of transportation other than personal vehicle, Elected Officials will be reimbursed for the cost of seat selection fees, travel cancellation & interruption insurance, checked baggage fees and reservation change fees.

6. Travel Time

One travel day to and one travel day from the farthest destination shall be allowed for travel in excess of 300 kilometers, one way within the Maritime Provinces and two days travel time for any destination point outside the Maritime Provinces. Allowance for additional travel time due to extenuating circumstances is at the discretion of the Mayor.

7. Meals, Incidentals and Other Expenses

As per By-Law #A-202, the daily allowance to cover Meals and Incidentals is: BREAKFAST - \$12.50, LUNCH - \$12.00, DINNER - \$33.60, INCIDENTALS - \$17.30, TOTAL - \$75.40/per day. Daily meal allowances are a fixed amount and include gratuities, taxes, etc.

Reasonable expenses for ground transportation will be reimbursed (e.g. hotel shuttles, airline limousines, taxis, rental vehicles, etc.) Where possible, the least costly mode of ground transportation should be used.

Expenses of a personal nature will not be reimbursed (e.g. movies). Reimbursable expenses from a hotel invoice include the actual cost of the room, business telephone calls, Wi-Fi cost when required for City business, parking, fees and applicable taxes.

Prior to travelling outside of Canada, Elected Officials should obtain a roaming plan for their cellular devices to minimize communication costs. (The Roaming Request form is located on the city's "Intranet" under "Corporation" and then "Forms" or at: <http://cityweb/Home.htm>)

8. Hospitality

It is acknowledged that from time to time Elected Officials may incur expenses when carrying out their duties. These expenses will be reimbursed provided the expenses are reasonable, in the best interest of the City and appropriately documented.

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All claims shall state:

- a) The reason for the hospitality or business expenses and the benefit to the City.
- b) Names of the persons hosted or the name of the group /organization hosted with the number of persons in attendance.

9. Foreign Currencies

When traveling outside of Canada, reimbursement for out-of-pocket expenditures shall be the actual amount paid converted into Canadian dollars. Actual exchange rates charged shall be used if available (e.g. credit card statements, currency exchange slips.) Otherwise, an average Bank of Canada currency exchange rate shall apply. The rate shall be the average of the daily exchange rates on the initial date and the final date outside of Canada. (The Bank of Canada exchange rates can be found at <http://www.bankofcanada.ca/rates/exchange/currency-converter>)

When travelling to the United States, daily allowances shall be in US dollars (e.g. Lunch will be \$12.00 US).

10. Documentation

Detailed itemized receipts must be submitted for all expenses claimed. Credit card slips alone are not sufficient. Justification for any missing documentation must be noted in the comments section of the expense claim form. A lack of documentation may result in the expense being denied reimbursement.

11. Expense Accounts

Elected Officials will be provided with individual expense accounts in the following amounts annually to provide necessary funding for training & development, and conferences. Expenses include registrations, transportation, lodging, meals, and other travel expenses.

Mayor: \$9,000

Deputy Mayor and Councillors: \$4,500

12. Verification

Verification of travel expenses for Elected Officials shall be approved by the Mayor and the Chief Financial Officer. In the case of the Mayor, the verification shall be performed by the Chief Financial Officer.

(The Council Expense Claim form is located on the city's "Intranet" under "Corporation" and then "Forms" or at: <http://cityweb/Home.htm>)

13. Review of Policy

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Moncton City Council shall review the Travel Policy for Members of Council during the second year of its elected mandate.

14. Delegated Authority to City Manager

Council shall delegate to the City Manager authority to make changes to this Policy as required to remain consistent with any amendments to By-Law #A-202 approved and passed by Council.

15. Publishing of Expenses

Elected Officials' travel and other expenses shall be published quarterly.

16. Administration and Contact

City Hall

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Email: info.clerk@moncton.ca