



**The Corporation of The Municipality of Central Huron
BY-LAW 68-2024**

Being a By-law to adopt the Travel and Expense Policy

WHEREAS the Municipal Act 2001, c 25 S.O. 2001, as amended allows a Municipality to pass bylaws respecting matters in its jurisdiction; and

WHEREAS the Council of the Corporation of the Municipality of Central Huron deems it desirable to adopt certain policy with respect to Travel and Expenses that will provide guidance to both Council and Staff as to the appropriate approval guidelines and control requirements when incurring Travel Expenses while carrying out authorized Municipality of Central Huron business;

NOW THEREFORE, the Council of the Corporation of the Municipality of Central Huron enacts as follows:

1. That Policy FI109 entitled "Travel and Expense Policy", attached hereto as Schedule "A" and forming part of this by-law, be adopted;
2. That any By-laws or parts thereof inconsistent with the above be hereby repealed;
3. That this by-law shall come into force and effect on January 1, 2025

Read a first and second time this 16th day of December, 2024

Read a third time and finally passed this 16th day of December, 2024

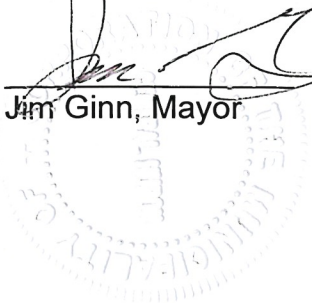
**THAT THIS BY LAW BE ENACTED, SIGNED AND SEALED THIS 16th DAY OF
DECEMBER, 2024.**



Jim Ginn, Mayor



Rachel Anstett, Clerk





Municipality of Central Huron Policy

Policy Title: Travel and Expense Policy

Policy Number: FI 109

Effective Date: January 1, 2025

By-Law or Resolution Number: 68-2024

Last Revision: 2008

Scheduled for Review:

Responsibility: Director of Finance

Purpose:

The purpose of this policy is to provide guidelines for expenditures that support Council members in performing their diverse roles and in representing Central Huron. It also applies to Central Huron staff approved travel and expenses.

Scope

This Policy applies to all expenses incurred by council members and employees of the Municipality of Central Huron performing their duties and conducting official Municipal business.

Definitions

For the purposes of this policy:

“Eligible Expenses”: Includes: meal expenses, registration fees, Accommodation, transportation, parking fees, wi-fi connection fees (if required to conduct official municipal business or to complete assignments while in attendance at the Event.)

“Event”: An event that encompasses Municipality of Central Huron business, including meetings, seminars, conferences, conventions, and educational courses that are approved in advance of the Event.

“Ineligible Expenses”: Includes: alcohol, costs reimbursed by another organization or source (i.e.: educational scholarship or meals included as part of the registration fee), parking tickets, traffic fines, spouse or partner expenses (excluding companion registration), and Personal Expenses.

“Meetings”: Excludes Central Huron or County of Huron Council meetings.

“Personal Expenses”: Includes: long distance phone calls that are non-work related, Accommodation services such as valet parking (unless no other parking available), laundering services not covered by the per diem, bath robes, spa services, wi-fi connection fees (if not required in order to conduct official municipal business or to complete assignments while in attendance at the Event), etc.

Policy Guidelines

1. Principles

- 1.1. Eligible expenses must be reasonable and reflect what the public expects of a Council Member or a Central Huron employee.
- 1.2. Reimbursement of an expense should not result in a Council Member or an Employee receiving any product, service or asset for personal use, benefit or gain.
- 1.3. Council Members: Except as authorized by this policy, requests for attendance to Events must be prior to the Event, funded in the Annual Budget, and approved by the Mayor where not otherwise authorized by this policy.

Employees: Except as authorized by this policy, requests for attendance to Events must be submitted before the Event, funded in the Annual Budget, and pre-approved by the department Director. Chief Administrative Officer (CAO) requests will be approved by the Mayor.

- 1.4. Council members are pre-approved to attend the following without prior authorization:

- The annual Association of Municipalities Ontario (“AMO”) Annual General Meeting and Conference;
- The annual Ontario Good Roads Association (“OGRA”) conference;
- The annual Federation of Canadian Municipalities (“FCM”) Convention;
- The annual Ontario Water Works Association Conference.
- The annual Rural Ontario Municipal Association (“ROMA”) Conference.
- The annual Ontario Municipal Water Association (“OMWA”) Conference

The CAO and/or Managers may also attend the above conventions, subject to approval under this policy.

1.5. A business trip may be combined with personal at the individual’s own expense, subject to approval under this policy. The individual will be required to pay any expenses that are not associated with the pre-approved Event.

1.6. Employees: Other than during regular working hours, wage remuneration and accumulation of flex time/overtime is not applicable during travel time to and from the Event. Exceptions may be made with prior approval in the case mandatory training, seminars or workshops held outside of the County of Huron.

1.7. A Council Member is not authorized to claim expenses, including mileage, for an Event or meeting hosted within boundaries of the Municipality of Central Huron.

1.8. Council: Expenses not included in this policy may be reimbursed, upon approval by the Mayor.

Employees: Expenses not included in this policy may be reimbursed, upon approval by the CAO.

1.9. Council arrangements for registration accommodation and transportation will be organized by the Clerk’s department unless otherwise requested by the member.

1.10. A companion conference registration for spouses shall be paid for members of Council and senior managers.

2. Meal Expenses

2.1. Meals not included in conference registration shall be purchased on the council member or employees personal credit card. No meals or incidental expenses shall be purchased on the municipal credit card or charged to the room where the room is booked on a municipal credit card.

2.2. The maximum per diem rate of \$75.00 will be applied to a twenty-four hour period and will be based on the number of nights away (not days), provided that at least one overnight stay was involved. Where travel expenses fall outside of

the twenty-four hour per diem period, such as the final day of the event, actual meal receipts are to be submitted.

2.3. If a per diem allowance is received an additional claim for personal expenses may not be submitted for that day. To simplify reporting, detailed receipts are not required for per diem expenses. When attending a course, conference, or seminar an outline/itinerary must be provided along with the expense report.

2.4. Where meals have been paid for by the Municipality as part of the conference registration, the daily per diem rate will be reduced by the amount reflected below:

Breakfast	\$15.00
Lunch	\$25.00
Dinner	\$35.00

Attendees will need to self-identify if they were not able to attend the meal(s) as provided by the function.

2.5. In limited circumstances (for example, health or dietary considerations, limited options, etc.), attendees may elect to submit claim for meals and incidental expenses based on itemized receipts. However, claims may not be made if a per diem allowance has been received for that day. Where these circumstances are anticipated, prior approval is required. The claim must be accompanied by an itemized receipt and a documented rationale for the exception. A credit card slip is not sufficient. Approval is subject to managerial discretion and is for reasonable meal expenses only. Reasonable expenses shall generally be considered amounts not greater than the meal allowances as published in the most recent National Joint Council Travel Directive or successor directive. As of January 1, 2025 these amounts were:

Breakfast	\$27.95
Lunch	\$27.00
Dinner	\$56.85

2.6. Gratuities shall not exceed 15% of the eligible meal cost unless a higher rate is automatically charged by the restaurant.

2.7. There may be situations where an individual pays the meal expenses for a group of individuals. In such cases, the individual may be reimbursed for the total of all meals purchased at the allowance rate for that meal. Group meal expenses can be claimed only:

- by the most senior person present – expenses cannot be claimed by an individual that are incurred by their approver; and
- for individuals covered by this policy.

- 2.8. Gratuity for group meals shall be limited to 15% unless a higher rate of gratuity is automatically charged by the restaurant.
- 2.9. The per diem rate is for food eaten in a restaurant or for the purchase of prepared food only. Reimbursement for groceries must have prior approval. A receipt and a documented rationale including a breakdown of the actual groceries used for the meals being claimed must be submitted with the claim.
- 2.10. Where travel is for a partial day, only meals that apply to that portion of the day spent travelling may be claimed and a detailed receipt must be submitted: travel must start before 7:00 am and end after 9:00 am to claim breakfast; start before 11:00 am (noon) and end after 1:00 pm to claim lunch, and start before 4:00 pm and end after 6:00 pm to claim dinner.

3. Registration Fees

- 3.1. Registrations should be completed promptly to take advantage of early registration discounts and to avoid late penalties, whenever possible.

4. Accommodation

- 4.1. Commercial Accommodation must be based on the single standard rate and substantiated by receipts. The most economical room, such as the "Government rate" should be obtained and booked as soon as Accommodation needs are determined, however, the hotel or block rate (for a standard room) negotiated by the Event organizer is acceptable.
- 4.2. Accommodation for the night before or after an event must be pre-approved and shall only be booked when necessitated by travel time and event start and end times. The approval is at the discretion of the approval authority, however, as a general guideline accommodation for the night before an event shall be booked if the required travel would start before 6:00 am and accommodation for the night after an event shall be booked if the required travel would extend past 9:00 pm.
- 4.3. The Municipality will not pay for room upgrades. Any upgrades will be at the expense of the individual (i.e.: ocean view).
- 4.4. An Attendee who arranges for Private Accommodation will be reimbursed at a rate of \$50.00 per night in lieu of Commercial Accommodation expenses.
- 4.5. When Commercial Accommodations are fully booked, consideration of a legally registered B&B or Airbnb, based on single occupancy and determined to be within a reasonable expense through pre-approval under this policy, will be reimbursed.

5. Transportation

- 5.1. An Attendee must use the best method of travel to minimize both time away and costs to the Municipality. Cost comparison between mileage, vehicle rental and air travel should be provided before booking and approval (verbal or in writing), where applicable.
- 5.2. Air travel should be booked “Economy Class” and as soon as travel needs are determined to obtain early booking discounts. Trip cancellation insurance shall be considered and the expense of such may be claimed for reimbursement.
- 5.3. Where travel by personal vehicle is more economical than air travel, the mileage may be claimed, at the mileage rate set annually by Canada Revenue Agency (“automobile allowance rate”).
- 5.4. Mileage is calculated from the Attendee’s residence or their primary municipal work location (Town Hall, Road Shed, Arena, Utilities Work Centre, etc.) to and from the Event, whichever is the lesser distance.
- 5.5. Transportation by taxi, train, shuttle, bus, ridesharing (i.e.: Uber), ferry, tolls, and parking expenses may be reimbursed provided they are justified and supported with receipts.
- 5.6. Car rental is permitted if essential, or when other transportation is limited. The Attendee is required to book the most economical car rental option possible, or “government rate” when booking.
- 5.7. There will be no reimbursement for mileage when a municipal vehicle is available and/or used.
- 5.8. Subject to section 7.3, if the Attendee uses their personal vehicle, reimbursement will be the equivalent of economy air travel, train or the calculation of the mileage charge, whichever is less.
- 5.9. Any theft from a vehicle shall be the responsibility of the Attendee.
- 5.10. Carpooling is encouraged when multiple Council Members and/or Employees are travelling to the same Event.

6. Miscellaneous Expenses

- 6.1. Reimbursement for miscellaneous expenses shall be at the sole discretion of the authorizing individual. Miscellaneous expenses include any reasonable expense required to carry out municipal business not covered under another area of this policy. This includes but is not limited to internet fees (wifi), travel entry visas, baggage fees, office expenses, etc.

7. Expense Reimbursement Form

- 7.1. To qualify for reimbursement, the Municipality’s Expense Reimbursement Form must be completed, signed by the Attendee/Claimant and signed by the authorizing individual. Approval shall be provided based on the below table:

Claimant	Approver
Mayor	Clerk
Deputy Mayor and Council Member	Mayor
CAO	Mayor
Senior Managers and Staff	Manager

- 7.2. Within 30 days of the Event’s conclusion, the Attendee is required to submit their authorized Expense Reimbursement Form with receipts.
- 7.3. Where required, receipts must be submitted with all claims for travel reimbursement. Where necessary, an attestation form may be submitted in place of a lost or misplaced receipt. Reimbursement for expenses without a receipt are not guaranteed and are at the discretion of the approval authority.
- 7.4. Mileage claims must include the beginning and ending location of travel. If the travel includes intermediary stops each section of travel shall be documented, such that, the distance between the beginning and ending locations reasonably support the mileage being claimed.
- 7.5. Event agenda/schedule shall be submitted in support of the claim.
- 7.6. Additional documentation supporting the claim may be requested at the discretion of the approval authority, Mayor, CAO or Director of Finance.

8. Advancements

- 8.1. Upon request, the Municipality may provide a cash advance for travel-related expenses. The Attendee must fill out the Expense Reimbursement Form in the usual manner and marking it “Cash Advance” at the top. The form must be submitted to the CAO or Director of Finance at least ten (10) business days before the commencement of travel and must include an attached Event agenda depicting which meals are provided. Up to 75% of the estimated Eligible Expenses may be provided to the Attendee, at the discretion of the CAO or Director of Finance.

9. Acknowledgement

All employees of the Municipality of Central Huron are provided with this Policy and as such will be required to review this policy and sign an acknowledgement of understanding.