

# City of Belleville

Report No: DF-2023-11

Meeting Date: May 23, 2023



**To:** Mayor and Members of Council

**Department:** Finance

**Staff Contact:** Brandon Ferguson, Director of Finance, Treasurer

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**Subject: City of Belleville Travel & Training Policies - Staff and Council**

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## Recommendation:

“THAT Council approve the recommendations of the Finance Committee as outlined in the Director of Finance/ Treasurer’s Report No. DF-2023-11, and approve the revised policy for;

1. Attendance by members of Council at conferences/conventions, seminars/workshops/training courses, and other events - CC 001
2. Policy for Business Travel, Seminars & Conferences - Staff.”

## Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with each of the City’s nine strategic themes and the City’s mission statement by providing innovative and efficient services in support of our community’s vision.

## Background:

As part of the Terms and Reference of the Finance Committee and their regular responsibilities, the committee reviews financial and fiscal policies of the Corporation. At the May 11, 2023 Finance Committee meeting the City’s Policy for Attendance by members of Council at conferences/conventions, seminars/workshops/training courses, and other events (CC 001) and Policy for Business Travel, Seminars & Conferences - Staff were reviewed.

### Attendance by members of Council at conferences/conventions, seminars/workshops/training courses, and other events (CC 001)

This policy is specific to Council and provides for procedures by which Members of Council are governed when attending to business related to the City of Belleville and the respective reimbursement of expenditures. The policy includes the type and limit of expenditures, reporting requirements and the process of authorization and approval.

### Policy for Business Travel, Seminars & Conferences - Staff

This policy is specific to City of Belleville Staff and provides for procedures by which Staff are governed when attending to business related to the City of Belleville and the respective reimbursement of expenditures. The policy includes the type and limit of expenditures, reporting requirements and the process of authorization and approval.

### **Financial/Analysis:**

The Committee reviewed these policies and identified some small changes to improve the administrative efficiency of the policy. Each policy is very similar and the changes recommended are consistent between each, and are as follows:

#### 1. Per diem reductions

It was recommended that the section in each policy related to reductions to meal allowances for those provided be removed from the policy. It was identified that it was an administratively burdensome task that provided limited value from being included.

This would result in section 15.5 being removed from the Council policy and section 12.5 of the Staff policy.

#### 2. Single Day Events

The single day events section of the policy currently requires for the tracking of individual expenditures to be reimbursed by receipt. It is recommended by the committee that this section is removed and the per diem section updated so rates also apply to single day events. However the incidental rate is only to be included where overnight accommodations are required.

This would result in section 16 being removed in the Council policy and section 13 of the Staff policy. Section 15.1 and 15.2 of the Council policy and section 12.1 and 12.2 of the Staff policy will be updated accordingly for these per diem changes.

#### 3. Approvals for Hospitality Events

It was identified that the approvals hospitality events involving Council Members/Staff and third parties should more clearly delineate and provide for approval from the Mayors Office where Council is present, and from the CAO where Staff are present.

This would result in section 17.5 being updated in the Council policy and section 14.5 of the Staff policy.

No significant financial implications are expected as a result of the changes recommended by the Finance Committee.

### **Conclusion:**

Revisions to the policy for Attendance by members of Council at conferences/conventions, seminars/workshops/training courses, and other events - CC 001 and Policy for Business Travel, Seminars & Conferences - Staff have been recommended by the Finance Committee for approval by Council.

**Attachments:**

[City of Belleville - Policy For Business Travel Seminars and Conferences - Staff - Draft 2023](#)

[City of Belleville - Policy For Business Travel Seminars and Conferences - Council - Draft 2023](#)

**Approved by:**

Katy Macpherson, Deputy City Clerk  
Rod Bovay, Chief Administrative Officer

**Status:**

Approved - 17 May 2023  
Approved - 17 May 2023



**City of Belleville**

**Policy for Business Travel, Seminars & Conferences - Staff**

**Dated: April 8, 2019**

**Revised: May 23, 2023**

**1.0 POLICY**

This policy addresses the methods and procedures by which staff of the City will be governed when attending to business related to the City of Belleville, including attending conferences, conventions and seminars either within the City limits or beyond and provides for those expenses for which reimbursement will be paid.

**2.0 PURPOSE**

The purpose of this policy is to:

- To provide guidance to staff who travel on City of Belleville business
- To provide rules and processes for the authorization, administration and reimbursement of ordinary, necessary and reasonable travel expenses directly related to the transaction of approved City business

**3.0 SCOPE**

This policy applies to all City employees except agencies, boards, commissions and committees funded by the City that have previously submitted to the Finance Department alternative board approved travel, business and mileage policies or employees who have alternative contractual agreements arising from a negotiated collective bargaining agreement or other contractual obligation.

**4.0 RESPONSIBILITY**

4.1 Every employee travelling on City business is responsible for:

- Following established policy and procedures for the incurrence and reimbursement of travel related expenses
- Retaining appropriate receipts and invoices, as defined under this Policy, to substantiate travel costs

- 4.2 Departmental managers and directors are responsible for:
- Reviewing and approving, all travel requests submitted by their employees
  - Providing guidance to employees regarding appropriate types and levels of expenses
  - Reviewing and approving all claims for reimbursement
- 4.3 Finance department is responsible for:
- Ensuring that all travel expenses are properly authorized and that all claims for reimbursement are approved and appropriately documented
  - Following up with employees and managers to address deficiencies in expense claims
  - Ensuring that the purchasing cards for assigned administrative staff within each department have adequate capacity to cover the booking of departmental travel arrangements as necessary

## 5.0 DEFINITIONS

- **Invoice or Receipt**

Itemized receipts are required. A proper receipt will have the following features:

- Date service was rendered or goods purchased
- A description of the goods or service
- Name and address of vendor
- A unit cost for the items
- HST charged
- Method of Payment used

Credit card or Debit Machine receipts **are not acceptable**.

## 6.0 REFERENCES AND RELATED DOCUMENTS

- City of Belleville Purchasing Policy and related procedures

## 7.0 GENERAL GUIDELINES

- 7.1 The City shall reimburse staff for expenditures incurred for business related to the City of Belleville.
- 7.2 Expenses for the attendance of staff at conferences, training sessions and seminars shall be included in the annual budget of each Department.

- 7.3 At the written request from a Director or Department Head in exceptional circumstances, the CAO may approve a non-material deviation from this policy.
- 7.4 Except for Sister City events/exchanges, Conference and Seminar attendance is limited to North America unless otherwise approved by City Council.
- 7.5 For the purpose of this policy the “Signing Authority” will be:

<b>Individual Incurring Expense</b>	<b>Signing Authority</b>
Staff Member	Immediate Manager
Manager	Immediate Director or Department Head
Director of Finance/Treasurer	CAO
Department Head (Except the Director of Finance/Treasurer)	Director of Finance/Treasurer
CAO	Mayor

It is recognized that there may be circumstances where timely approval may be difficult due to extended absences, such as vacations and illness. If the immediate Manager, Director or Department Head is also absent the Director of Finance/Treasurer will be the signing authority where appropriate and in the absence of the CAO or the Mayor, the Director of Finance/Treasurer will be the Signing Authority.

## **8.0 TRAVEL AUTHORIZATION**

- 8.1 All proposed travel must be documented and approved prior to the commitment of City funds. A completed Travel Request/Authorization Form is required for all travel that requires an overnight stay prior to any travel expenses being incurred or committed to:
- The completed Travel Request/Authorization Form must be attached to the Travel Expense Report as noted in Section 9. All Travel Expense Reports are retained in the Finance Department and will be accessible for future review if required

- 8.2 Payment for travel expenses incurred or committed to prior to obtaining documented approval will be the sole financial responsibility of the employee if the travel request is denied.
- 8.3 Supporting documentation must be attached to the Travel Request/Authorization Form and must clearly identify the event attended, date of the event and purpose of the event. A copy of the conference, seminar or event agenda is required providing information on cost, location, dates and meals. Printed estimates for airfare, air transportation and other costs must also be provided.
- 8.4 The Treasurer is authorized to advance money to staff authorized to attend travel events. Such requests will be submitted on a Cheque Requisition form at least two weeks prior to the event. An advance will only be issued where an overnight stay is required and must be requested and approved on the Travel Request/Authorization Form. Minimum level of cash advance is \$100 CDN.

## **9.0 PAYMENT AND REIMBURSEMENT**

- 9.1 Staff seeking reimbursement of expenses shall submit a Travel Expense Form within 30 days of the event for approval by the appropriate “Signing Authority”. Receipts for the refund of unused funds must be attached to the final Travel Expense Form that is submitted. The completed Travel Request/Authorization Form must be attached to the related Travel Expense Report.
- 9.2 All fees paid prior to the conference, referred to as prepaid expenses, must be reflected on the Travel Expense Form that is submitted for reimbursement. All costs related to the travel event must be included on the form so the Signing Authority is aware of the final costs for the employee’s attendance.
- 9.3 Any Travel Advance approved and released by the Treasurer must be reflected on the Travel Expense Form.
- 9.4 All approved Travel Expense Reports must be submitted to the Finance Department for payment within 30 working days of the event. Where a travel Advance has been made, any Receipts for the refund of unused funds must be attached to the Travel Expense Report.

## 10. TRANSPORTATION

The most economical and efficient mode of transportation must be used as follows:

### 10.1 Airfare

- Airfare shall include all applicable taxes, surcharges and cancellation insurance. Where the flight duration is scheduled to be less than 4 hours, airfare at economy rate will be reimbursed. Where the flight duration is scheduled to be 4 hours or more, airfare at one grade higher than economy rate will be reimbursed
- The cost of seat selection will be reimbursed
- Expenses incurred to change travel plans are allowable provided the changes are a result of mandatory City Business. Only charges relating to the employee are reimbursable
- Luggage cost charged by the airlines is reimbursable
- The cost of passports will not be reimbursed

### 10.2 Rail/Bus

Economy class Train/Bus fare when applicable. At the discretion of the appropriate Signing Authority as defined under this Policy, rail travel at Business Class rates shall be reimbursable.

### 10.3 Taxis and Similar Transfers

Staff may be reimbursed for the actual costs of taxicabs, airport limousines, buses or equivalents for transportation between the individual's home or workplace and the designated transportation terminal as well as between the transportation terminal and the hotel or other destination point. The mode of transportation selected must be the most economically feasible method available as circumstances warrant. Parking expenses must be included in this cost decision.

### 10.4 Vehicle Rental

Vehicle rental costs, including fuel purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. A reputable rental company must be used to ensure adequate insurance coverage is secured. A national rental chain is considered to be a reputable company as opposed to a local operation.



### 10.5 Personal Vehicle Use

Where an individual uses his/ her own car for business travel on behalf of the City, mileage from home to the event or from their regular place of work to the event, whichever is less may be claimed. Employees are responsible for ensuring that they have adequate insurance coverage. The current applicable mileage rate for the use of personal automobiles on City business will be reimbursed. This rate is determined by the current City rate approved by Council, or by collective bargaining agreements for unionized employees. While operating a personal automobile on City business, the individual is responsible for all vehicular costs, including repairs, fines, fuel, insurance deductibles, etc.

### 10.6 Parking and Tolls

Parking fees and highway tolls are reimbursable.

## 11. ACCOMMODATION

Reasonable accommodation expenses where overnight accommodation is required are allowable as follows:

- 11.1 The accommodation chosen must be the most economical and advantageous to the conduct of City business.
- 11.2 The actual cost of a single room will be allowed provided such cost does not exceed the “Government Rate” or “Group Rate” when available.
- 11.3 Subject to budgetary funding, double occupancy may be required at the discretion of the Signing Authority providing the employee is in agreement.
- 11.4 Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day for single occupancy.
- 11.5 Internet charges for business use on hotel bills will be reimbursed. Other incidental expenses detailed on the hotel bill such as movies or meals **will not be** reimbursed as they are covered by the per diem reimbursement.
- 11.6 Accommodation with relatives or friends **will not be** reimbursed.

## 12. PER DIEMS

- 12.1 Staff will be paid a daily meal and incidental (Per Diem) expense allowance to cover costs when attending conferences, training and development courses or other meetings on behalf of the City. **The per diem will be reduced by the incidental amount (\$15) for single day events.**
- 12.2 Department heads may approve a lesser amount and, in some departments, Per Diem amounts are stipulated in a union contract. The Per Diem allowance covers the cost of meals, gratuities, personal telephone charges (other than reasonable telephone charges for calls to family at home which are not to exceed one per day) and all other incidental expenses.
- 12.3 For travel within Canada, an \$80.00 per diem can be claimed for each overnight stay. Per Diem rates include a \$15 allowance for incidentals.
- 12.4 For travel outside of Canada, a \$95.00 USD per diem can be claimed for each overnight stay. Per Diem rates include a \$15 USD allowance for incidentals.

**NOTE:** Currency rates used should reflect the prevailing rate at the time of exchange as closely as possible. If actual rates are not available, convert using the Bank of Canada exchanged rate for cash for the first day of travel.

### 13. STAFF MEETINGS – MEALS

13.1 It is recognized that there will be circumstances when it is appropriate for City funds to be used to pay for reasonable food and non-alcoholic beverages consumed by Members of Council/Staff. These circumstances include:

- When workday meetings or training sessions continue through meal times
- When early morning or late evening meetings interfere with an employee's usual meal times
- When staff are required to work beyond their regular schedule to meet a fixed deadline or to respond to unusual or emergency events
- When negotiations during the bargaining process or arbitrations continue through meal times

13.2 The following provisions apply to the purchase of food in the circumstances described above:

- a) Directors, Managers and Supervisors may authorize payment for meals and non-alcoholic beverages at mealtimes only, to employees required to continue working through or abbreviate their regular meal breaks. This should be restricted to occasions where the dispersal of participants during a break period or meal period is not desirable (i.e. training workshops or departmental meetings). The purchase of beverages and food must be within approved budgets.
- b) Directors, Managers and Supervisors may authorize payment for meals and non-alcoholic beverages for employees who work beyond their usual leaving time and have worked sufficient additional hours to comply with the meal allowance provisions in the appropriate collective agreement. When meals and non-alcoholic beverages are purchased for employees, the most senior employee present shall make the payment.
- c) Managerial discretion and regard for economy should be used when identifying appropriate occasions for ordering food and beverages. Managers should ensure that such food and beverages are not offered on a regular basis during meetings of close colleagues.

## 14. HOSTING & HOSPITALITY

- 14.1 It is recognized that there will be occasions when it is appropriate for City funds to be used to entertain or offer hospitality as part of a Council Member/Staff's official duties and functions where it is considered to advance the business affairs of the City of Belleville. These occasions include:
- When a Council Member/Staff is conducting City business with persons other than City employees or fellow Council Members such as representatives from other levels of government, industry, fellow municipalities, public interest groups, prospective business investors, or medical candidates considered for physician recruitment, etc.
  - When the City sponsors conferences i.e. Ontario Small Urban Municipalities (OSUM)
  - Protocol events when persons visiting the City are members of international or national organizations or delegations i.e twinning with individuals from Lahr, Germany, Gunpo, Korea or others as approved by Council
  - When the City hosts special recognition events i.e. Volunteer recognition, Mayor's New Year's levee
- 14.2 Reasonable expenses associated with the provision of hospitality such as lunches, dinners or receptions, may be reimbursed. For these events, all expenses must be accompanied by receipts plus a written explanation setting out the following:
- The purpose of the hospitality and the particular circumstances
  - The names and the positions held of the person(s) in attendance
  - The location at which the hosting took place
- 14.3 Hospitality such as beverages, meals, tours or other entertainment is only to be provided to Council/ Staff that have been identified by prior approval to act as hosts to guests of the City. Approval must be provided by the Manager to whom the Staff person reports and in the case of Council Members, by the Mayor's office.
- 14.4 Hospitality extended to Council Members/Staff alone is not considered eligible under this policy.
- 14.5 For hospitality events involving Council Members/Staff and third parties, alcohol may be reimbursed with pre-approval from the Mayor's office where Council are present, or the CAO where staff are present. Council Members/ Staff must consider that entertainment expenses must

be able to withstand public scrutiny. In deciding whether to pre-approve reimbursement for alcohol, consideration will be given to the following:

- The alcohol portion of the expense will be reasonable in relation to the number of guests and the nature of the function
- The expense is appropriate to the business and responsibilities of the individuals involved
- All attendees, the business purpose, and location are provided in writing with appropriate documentation for reimbursement


## 15. ITEMS NOT REIMBURSED

Claims for reimbursement **will not be** allowed for:

- Personal Effects and Services – Claims for loss of personal effects, for medical and hospital treatment, for purchase of trunks, hand luggage, clothing and other personal equipment, or for personal services such as, shoe shines, personal valet services and other personal expenses.
- Items not substantiated by receipts, except for per diem claims, will not be reimbursed.
- All items covered by the Per Diem as outlined in Section 12
- Alcohol will not be reimbursed other than those instances detailed in Section 14
- Travel and related expenses will not be reimbursed for spouse and/or other guest
- Costs of other activities such as tours, social or sporting activities which are not associated with the event.
- Traffic and parking fines.

## 16. EXTERNAL REPORTING

Finance Department will report to Council on an annual basis the total business travel expenses attributable to the EMT staff.

 <p style="text-align: center;"><b>STANDARD POLICY</b></p>	S.P. #: CC 001
<b>SUBJECT:</b> Attendance by members of Council at conferences/conventions, seminars/workshops/training courses, and other events	<b>DEPARTMENT:</b> Finance
<b>COUNCIL AUTHORITY:</b> City Council April 10, 2006	<b>NEW:</b> X <b>REVISED:</b> <b>May 23, 2023</b>

### 1.0 POLICY

This policy addresses the methods and procedures by which Members of Council will be governed when attending to business related to the City of Belleville, including attending conferences, conventions and seminars either within the City limits or beyond and provides for those expenses for which reimbursement will be paid.

### 2.0 PURPOSE

The purpose of this policy is to provide a framework for members of City Council with respect to:

- Attendance at conferences/conventions;
- Attendance at seminars/workshops/training courses, and other similar events; and
- Allowable expenses and compensation related to such events and functions

### 3.0 SCOPE

3.1 This policy shall apply to the Mayor and all members of Council of the City of Belleville

3.2 This policy shall not apply to:

- Boards and authorities that operate independently from the City (Police Board, Library Board, Conservation Authority, Quinte Waste Solutions, Health Unit, Elexicon)
- Committees that operate under the direction of the County (ie. Long Term Care, Social Services, 911, Emergency Services)  
*[Members of Council appointed to such organizations or committees shall proceed in accordance with the policies of those organizations]*
- Events where the member of Council does not intend to seek reimbursement for expenses

## 4.0 RESPONSIBILITY

4.1 Council Members travelling on City business are responsible for:

- Following established policy and procedures for the incurrence and reimbursement of travel related expenses
- Retaining appropriate receipts and invoices to substantiate travel costs, as defined under this Policy

4.2 Designated Signing Authorities are responsible for:

- Reviewing and approving, all travel requests submitted by Members of Council
- Providing guidance to Members of Council regarding appropriate types and levels of expenses
- Reviewing and approving all claims for reimbursement

4.3 Finance Department is responsible for:

- Ensuring that all travel expenses are properly authorized and that all claims for reimbursement are approved and appropriately documented
- Following up with Members of Council and Signing Authorities to address deficiencies in expense claims
- Ensuring that the purchasing cards for assigned administrative staff have adequate capacity to cover the booking of travel arrangements as necessary

## 5.0 DEFINITIONS

- **Invoice or Receipt**

Itemized receipts are required. A proper receipt will have the following features:

- Date service was rendered or goods purchased
- A description of the goods or service
- Name and address of vendor
- A unit cost for the items
- HST charged
- Method of Payment used

Credit card or Debit Machine receipts **are not acceptable.**

## 6.0 REFERENCES AND RELATED DOCUMENTS

- City of Belleville Purchasing Policy and related procedures

## 7.0 GENERAL GUIDELINES

7.1 The City shall reimburse Members of Council for expenditures incurred for business related to the City of Belleville.

- 7.2 The policies set out herein shall apply to the extent that budgets are available to cover anticipated expenses. Should annual budgets for conference/ conventions, seminars/workshops/training courses, or meetings and other similar events be exhausted or insufficient to meet anticipated expenses, Council authorization of an over-expenditure shall be required before attendance at an event is permitted.
- 7.3 The Coordinator of Mayor and Council Services shall:
  - assist with making travel arrangements
  - maintain records of attendance at events by members of City Council, and
  - monitor budgets and report as necessary on available funds
- 7.4 For liability and budgetary control reasons, members of Council shall advise the Coordinator of Mayor and Council Services of their plans to attend an event prior to leaving.
- 7.5 Members of Council seeking reimbursement of expenses or an advance shall submit an expense report or cheque requisition for an advance (on the form provided by the City) for approval by the “Signing Authority”. For the purpose of this policy the “Signing Authority” will be:

Individual Incurring Expense	Signing Authority
Members of Council	Director of Finance/Treasurer

- 7.6 Federal Political Events  
 The Federal Elections Act, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any relevant tickets, registration fees or donations are Personal Expenses of a member of Council.
- 7.7 Provincial Political Events  
 The Provincial Election Finances and Contributions Act Disclosure Act, RSA 2004, c. E-2 9 (“the Act”) provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. Any ticket, purchase or contribution, including items for door prizes, auctions and the costs of attending political conventions, shall be considered Personal Expenses of a Member of Council.
- 7.8 This policy is self - governed by the Members of Council.



## 8.0 CONFERENCES & CONVENTIONS

- 8.1 Conferences and conventions are typically annual events addressing general or specific aspects of the operation of a municipal corporation. Annual conferences and conventions to which members of Council may wish to attend include those events sponsored by the following organizations:
- Association of Municipalities of Ontario (AMO) (not included for the purpose of determining the total number of annual conferences permitted to attend)
  - Ontario Small Urban Municipalities (OSUM)
  - Rural Ontario Municipal Association (ROMA)
  - Ministry of Municipal Affairs & Housing (MMAH) – Ontario East Municipal Conference (OEMC)
  - Federation of Canadian Municipalities (FCM)
  - Economic Developers Council of Ontario (EDCO)
  - Ontario East Economic Development Commission (OEEDC)
  - Ontario Good Roads Association (OGRA)
  - Ontario Traffic Conference (OTC)
  - Ontario Professional Planners Institute (OPPI)
  - Ontario Parks Association (OPA)
- or other similar organizations
- 8.2 All members of Council are encouraged to attend conferences and conventions that relate to their role in governance of the Corporation.
- 8.3 All members of Council are encouraged to attend the annual Conference for the Association of Municipalities of Ontario. (AMO) Attendance at AMO will not be included for the purpose of determining the number of conferences that Council Members are permitted to attend annually.
- 8.4 The Mayor shall be entitled to attend three (3) conferences/ conventions annually from those listed in Section 8.1 without the necessity of obtaining approval from City Council.
- 8.5 Each Councillor shall be entitled to attend two (2) conferences/ conventions annually from those listed in Section 8.1 without the necessity of obtaining approval from City Council.
- 8.6 Any member of Council wishing to attend a conference/convention outside the Province of Ontario shall first obtain approval from the Mayor.
- 8.7 Any member of Council wishing to attend more than the pre-approved number of conferences/conventions annually shall first obtain approval from City Council.

- 8.8 Spouses or companions may be able to register as conference/convention delegates at the discretion of the Mayor.

## **9.0 SEMINARS, WORKSHOPS & TRAINING COURSES**

- 9.1 Seminars, workshops or training courses are typically unique events or events that occur periodically usually relating to specific aspects of the operation of a municipal corporation. Examples range from courses offered through the Ministry of Municipal Affairs or another Ministry to private sector seminars that focus on any number of critical municipal operational sectors.
- 9.2 All members of Council are encouraged to attend seminars, workshops or training courses that relate to their role in governance of the Corporation.
- 9.3 Each member of Council shall be entitled to attend two (2) seminars, workshops or training courses offered through the Provincial Government or other service provider annually without the necessity of obtaining approval from City Council.
- 9.4 Any member of Council wishing to attend more than two (2) seminars, workshops or training courses offered through the Provincial Government, or other service provider, shall first obtain approval from City Council.

## **10.0 COMMITTEES AND BOARDS**

- 10.1 As a member of a committee or board to which City Council has made the appointment, members of Council are entitled to be reimbursed for expenses related to such appointment.
- 10.2 Members of Council may participate in events in support of the mandate of committees to which they have been appointed. (ie. attendance at trade shows where the City has a presence).

Members of Council may attend such events to support the committee's work with the approval of the Chair of the Committee or at the direction of the Mayor, and all expenses related thereto shall be posted to the committee's accounts (where applicable).

- 10.3 Other than committees and boards to which Council approves appointments, no member of Council shall seek an appointment to a committee or board of an organization with the expectation that the City will cover expenses related to such appointment without first obtaining the approval of Council.

Where any member of Council accepts an appointment to a committee or board of an organization without Council's approval, any expenses related to such appointment shall not be eligible for reimbursement by the City.

- 10.4 Typically, activities associated with promotion of the City fall within the responsibility of staff. Councillors are encouraged to work through staff whenever an opportunity to promote the City arises.

Where such approach is not feasible, Councillors may be reimbursed for expenses associated with exceptional and unique opportunities to promote the City where prior approval for such expenses has been obtained from the Mayor or City Council.

- 10.5 Periodically the City may be requested to participate in meetings, symposiums, focus groups, or similar events, for the purpose of addressing issues facing the City or the broader community. The Mayor or any Councillor directed or authorized by the Mayor or City Council to attend such an event shall be entitled to be reimbursed for expenses.

## 11.0 TRAVEL AUTHORIZATION

- 11.1 All proposed travel must be documented and approved prior to the commitment of City funds. A completed Travel Request Authorization forms is required for all travel that requires an overnight stay prior to any travel expenses being incurred or committed to.

- The completed Travel Request/Authorization Form must be attached to the Travel Expense Report as noted in Section 12. All Travel Expense Reports are retained in the Finance Department and will be accessible for future review if required

- 11.2 Payment for travel expenses incurred or committed to prior to obtaining documented approval will be the sole financial responsibility of the Council Member if the travel request is denied.

- 11.3 Supporting documentation must be attached to the Travel Request/Authorization Form and must clearly identify the event attended, date of the event and purpose of the event. A copy of the conference, seminar or event agenda is required providing information on cost, location, dates and meals. Printed estimates for airfare, air transportation and other costs must also be provided.

## 12.0 PAYMENT AND REIMBURSEMENT

- 12.1 Members of Council seeking reimbursement of expenses shall submit a Travel Expense Form within 30 days of the event for approval by the appropriate "Signing Authority". Receipts for the refund of unused funds must be attached to the final Travel Expense Form that is submitted. The completed Travel Request/Authorization Form must be attached to the related Travel Expense Report.
- 12.2 All fees paid prior to the conference, referred to as prepaid expenses, must be reflected on the Travel Expense Form that is submitted for reimbursement. All costs related to the travel must be included on the form so the Signing Authority is aware of the final costs for the Member of Council's attendance.
- 12.3 Any Travel Advance approved and released by the Treasurer must be reflected on the Travel Expense Form.
- 12.4 All approved Travel Expense Reports must be submitted to the Finance Department for payment within 30 working days of the event. Where a Travel Advance has been made, any Receipts for the refund of unused funds must be attached to the Travel Expense Report.
- 12.5 At the written request from a Member of Council in exceptional circumstances, the CAO may approve a non-material deviation from this policy.

## 13.0 TRANSPORTATION

The most economical and efficient mode of transportation must be used as follows:

### 13.1 Airfare:

- Airfare shall include all applicable taxes, surcharges and cancellation insurance. Where the flight duration is scheduled to be less than 4 hours, airfare at economy rate will be reimbursed. Where the flight duration is scheduled to be 4 hours or more, airfare at one grade higher than economy rate will be reimbursed
- The cost of seat selection will be reimbursed
- Expenses incurred to change travel plans are allowable provided the changes are a result of mandatory City Business. Only charges relating to the employee are reimbursable
- Luggage cost charged by the airlines is reimbursable
- The cost of passports will not be reimbursed

### 13.2 Rail/Bus

Economy class Train/Bus fare when applicable. At the discretion of the Coordinator of Mayor and Council Services, rail travel at Business Class rates shall be reimbursable.

### 13.3 Taxis and Similar Transfers

Transfer fees to and from transportation terminals at points of departure and arrival. Members of Council may be reimbursed for the actual costs of taxicabs, airport limousines, buses or equivalents for transportation between the individual's home or workplace and the designated transportation terminal as well as between the transportation terminal and the hotel or other destination point. The mode of transportation selected must be the most economically feasible method available as circumstances warrant. Parking expenses must be included in this cost decision.

### 13.4 Vehicle Rental

Car rental, including fuel purchases, instead of public transportation may be claimed providing it is more economical or if required under certain circumstances. A reputable rental company must be used to ensure adequate insurance coverage is secured. A national rental chain is considered to be a reputable company as opposed to a local operation.

### 13.5 Personal Vehicle Use

Where an individual uses his/ her own car for business travel to attend Conferences, Seminars, or Special Events, mileage from home to the event or from their regular place of work to the event, whichever is less may be claimed. Members of Council are responsible for ensuring that they have adequate insurance coverage. The current applicable mileage rate for the use of personal automobiles on City business will be reimbursed. This rate is determined by the current City rate approved by Council. While operating a personal automobile on City business, the individual is responsible for all vehicular costs, for example, repairs, fines, fuel, insurance deductibles, etc.

### 13.6 Parking and Tolls

Parking fees and highway tolls are reimbursable.

## 14.0 ACCOMMODATION

Reasonable accommodation expenses where overnight accommodation is required are allowable as follows:

- 14.1 The accommodation chosen must be the most economical and advantageous to the conduct of City business.
- 14.2 The actual cost of a single room will be allowed provided such cost does not exceed the "Government Rate" or "Group Rate" when available.
- 14.3 Subject to budgetary funding, double occupancy may be required at the discretion of the Signing Authority providing the Member of Council is in agreement.
- 14.4 Receipts are required in support of all such expenses and must show the place, date and number of days or part days and the rate per day for single occupancy.
- 14.5 Internet charges for business use on hotel bills will be reimbursed. Other incidental expenses detailed on the hotel bill such as movies or meals **will not be** reimbursed, because they are covered by the per diem reimbursement.
- 14.6 Accommodation with relatives or friends **will not be** reimbursed.

## 15.0 PER DIEMS

- 15.1 Council Members will be paid a daily meal and incidental (Per Diem) expense allowance to cover costs when attending conferences, training and development courses or other meetings on behalf of the City. [The per diem will be reduced by the incidental amount \(\\$15\) for single day events.](#)
- 15.2 The Per Diem allowance covers the cost of meals, gratuities, personal telephone charges (other than reasonable telephone charges for calls to family at home which are not to exceed one per day) and all other incidental expenses
- 15.3 For travel within Canada, an \$80.00 per diem can be claimed for each overnight stay. Per Diem rates include a \$15 allowance for incidentals.

- 15.4 For travel outside of Canada, a \$95.00 USD per diem can be claimed for each overnight stay. Per Diem rates include a \$15 USD allowance for incidentals.

**NOTE:** Currency rates used should reflect the prevailing rate at the time of exchange as closely as possible. If actual rates are not available, convert using the Bank of Canada exchanged rate for cash for the first day of travel.

## 16.0 MEETINGS – MEALS

- 16.1 It is recognized that there will be circumstances when it is appropriate for City funds to be used to pay for reasonable food and non-alcoholic beverages consumed by Members of Council/Staff. These circumstances include:

- When workday meetings or training sessions continue through meal times
- When early morning or late evening meetings interfere with usual meal times
- When unusual or emergency events require attendance through usual meal times

- 16.2 The following provisions apply to the purchase of food in the circumstances described above:

- a) Directors may authorize payment for meals and non-alcoholic beverages at mealtimes only, where Members of Council/Staff are required to work through or abbreviate their regular meal breaks. This should be restricted to occasions where the dispersal of participants during a break period or meal period is not desirable (i.e. Council

meetings). The purchase of beverages and food must be within approved budgets.

- b) Managerial discretion and regard for economy should be used when identifying appropriate occasions for ordering food and beverages.

## **17.0 HOSTING & HOSPITALITY**

17.1 It is recognized that there will be occasions when it is appropriate for City funds to be used to entertain or offer hospitality as part of a Council Member/Staff's official duties and functions where it is considered to advance the business affairs of the City of Belleville. These occasions include:

- When a Council Member/Staff is conducting City business with persons other than City employees or fellow Council Members such as representatives from other levels of government, industry, fellow municipalities, public interest groups, prospective business investors, or medical candidates considered for physician recruitment, etc.
- When the City sponsors conferences i.e. Ontario Small Urban Municipalities (OSUM)
- Protocol events when persons visiting the City are members of international or national organizations or delegations i.e twinning with individuals from Lahr, Germany, Gunpo, Korea or others as approved by Council
- When the City hosts special recognition events i.e. Volunteer recognition, Mayor's New Year's levee

17.2 Reasonable expenses associated with the provision of hospitality such as lunches, dinners or receptions, may be reimbursed. For these events, all expenses must be accompanied by receipts plus a written explanation setting out the following:

- The purpose of the hospitality and the particular circumstances
- The names and the positions held of the person(s) in attendance
- The location at which the hosting took place

17.3 Hospitality such as beverages, meals, tours or other entertainment is only to be provided to Council/ Staff that have been identified by prior approval to act as hosts to guests of the City. Approval must be provided by the Manager to whom the Staff person reports and in the case of Council Members, by the Mayor's office.



- 17.4 Hospitality extended to Council Members/Staff alone is not considered eligible under this policy.
- 17.5 For hospitality events involving Council Members/Staff and third parties, alcohol may be reimbursed with pre-approval from the Mayor's office where Council are present, or the CAO where staff are present. Council Members/ Staff must consider that entertainment expenses must be able to withstand public scrutiny. In deciding whether to pre-approve reimbursement for alcohol, consideration will be given to the following:
- The alcohol portion of the expense will be reasonable in relation to the number of guests and the nature of the function
  - The expense is appropriate to the business and responsibilities of the individuals involved
  - All attendees, the business purpose, and location are provided in writing with appropriate documentation for reimbursement

## 18.0 ITEMS NOT REIMBURSED

Claims for reimbursement **will not be** allowed for:

- Personal Effects and Services – Claims for loss of personal effects, for medical and hospital treatment, for purchase of trunks, hand luggage, clothing and other personal equipment, or for personal services such as, shoe shines, valet services and other personal expenses.
- Items not substantiated by receipts, except for per diem claims, will not be reimbursed
- All items covered by the Per Diem as outlined in Section 15
- Gratuities are covered by the per diem. They are to be excluded from reimbursement unless justifiable circumstances
- Long distance phone calls are covered by the per diem. They are to be excluded from reimbursement as appropriate unless these calls were made for City business and in consideration of being out-of-town on City business, one call per day to family at home will be allowed. These must be properly identified on the hotel and/ or cell bill
- Alcohol will not be reimbursed other than those instances detailed in Section 17
- Travel and related expenses will not be reimbursed for spouse and/or other guests

- Costs for other activities such as tours, social or sporting activities that are associated with the event
- Traffic and parking fines.

## **19.0 EXTERNAL REPORTING**

Finance Department will report to Council on an annual basis the total business travel expenses attributable to the Members of Council in accordance with Section 284 of the Municipal Act, S.O. 2001, c.25, as amended (the "Municipal Act").