



TRAVEL AND MEAL REIMBURSEMENT POLICY

Policy Number: C-HR-11

Originating Department: Human Resources

Approved By: City Council

Date of Approval: September 9, 2019

1. Purpose:

To provide a fair and equitable framework for reimbursing City Employees for reasonable costs associated with travelling on official City of Charlottetown business ensuring the efficient use of public resources, transparency and accountability. The rates provided in this policy will apply for all City sanctioned travel.

2. Scope:

This policy is applicable to all Employees.

3. Meal Expenses:

- 3.1.** An Employee will be paid the applicable meal allowance for each breakfast, lunch and dinner required while on official City of Charlottetown business travel. Meal allowances will be paid in accordance with the rates specified in the table below. When travel is for a partial day, only meals that are applicable to that portion of the day will be paid.
- 3.2.** For **travel within Prince Edward Island** meals will be reimbursed by **receipt only**.
- 3.3.** Any alcohol included in meal expense claims will not be reimbursed.
- 3.4.** When an Employee incurs meal costs that are higher than the established meal allowances, and the situation is outside the Employee's control, the actual and reasonable expenses incurred will be reimbursed, based on receipts.
- 3.5.** A meal allowance will not be paid to an Employee with respect to a meal that is included in the transportation fare, or in the cost of the conference fees.
- 3.6.** Where an Employee has incurred out-of-pocket expenses to supplement meals provided due to dietary restrictions, the actual incurred costs, will be reimbursed with receipt.
- 3.7.** An employee who is required to travel on City of Charlottetown business overnight will be paid an incidental expense allowance that covers a number of miscellaneous expenses, including snacks, beverages, etc. not otherwise provided for in this directive for each 24 hour travel status.

3.8. For out of province travel meals will be reimbursed up to the amount listed in the chart below.

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$45.00
Maximum Daily Meal Allowance	\$90.00 Total per diem meal rate (for full day of travel)
Incidentals	\$15.00

4. Travel Expenses:

4.1. Air travel

Because significant savings can be realized by making reservations in advance, all employees should plan their travel at least 14 days prior to departure, if possible. Claimants are expected to book economy air fare when making travel reservations, unless a medical accommodation is required. Should an accommodation be requested, medical documentation will be required prior to travel and must be approved by the Human Resources department prior to booking.

4.1.1. The City does not reimburse for airfare purchased with frequent flyer points. Only the out-of-pocket expense is reimbursable to the Claimant. Additionally, Employees are strictly forbidden to gain reward points of any kind for City expenses.

4.1.2. The standard class of service for air travel is economy fare. Claimants may use personal frequent-flyer program miles/points or personal funds to upgrade tickets provided there is no cost to The City.

4.2. Vehicle Rental

Rental cars should be used when they provide the most economical form of transportation. In many cases one-day vehicle rental is more economical than public transportation or use of private automobile.

4.2.1. The standard for vehicle rental is a mid-size car. The costs of the rental vehicle plus fuel are allowable expenses.

4.2.2. The City carries collision damage and comprehensive perils insurance, so the purchase of additional insurance on rental cars should be unnecessary if renting a vehicle in North America.

4.3. Use of Employee Owned Vehicle

It is recommended that a personally owned vehicle be used only for short journeys where this constitutes the most economical and effective means of transportation considering all factors such as costs, time constraints, itinerary etc.

4.3.1. All personal vehicle travel will be reimbursed at the \$/KM rate as per **PEI Public Service Commission Reimbursement Rates – Private Motor Vehicles**.

4.3.2. The City is **not** responsible for, and **will not** be reimbursing an employee for, any fines related to driving or parking infractions.

4.3.3. For every day on which an employee is authorized to use a private vehicle for City of Charlottetown travel, the employee will be reimbursed the actual costs of parking and/or tolls, including bridge costs that the vehicle incurs for that time period. **Receipts are required for reimbursement of these expenses.**

4.3.4. It is the responsibility of the Employee to ensure that they have a valid driver's license, adhere to all provincial and federal driving regulations for the travel in which they drive their personal vehicle for City business. Employees are expected to drive in a safe and attentive manner at all times when on City of Charlottetown business.

4.3.5. If a private automobile is used for approved City purposes, the owner must ensure that the personal car insurance on the vehicle is adequate. A minimum of \$1,000,000 third party liability insurance is recommended.

4.3.6. Employees are responsible to use the most direct, safe and practical road routes and will claim mileage only for distances necessarily driven on City sanctioned travel. In the interests of safe driving, when employee-driven vehicles are authorized, employees will not normally be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day; or
- 500 kilometres on any day when the employee has not worked

5. Accommodation Expenses

5.1. The standard for accommodation is a single room with a private bath in a business class hotel. Use of luxury accommodation will not be reimbursed.

6. General

6.1. Spousal/Family Member travel expenses are considered personal expenses and will not be reimbursed by the City.