
MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-48

SUBJECT: **TRAVEL EXPENSES**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: June 1, 2009
 December 7, 2022

48.1 **MILEAGE EXPENSES AND RATES**

The Municipality of Sioux Lookout is committed to ensuring the consistent, prudent treatment of its employees in the exercise of their duties for the Corporation by paying appropriate expenses as provided for in the provisions of The Municipal Act.

48.2 **POLICY**

The Municipality shall provide for reimbursement of reasonable expenses for employees incurred while in travel status for:

- a) Attending any meeting of a municipal association and other organization as approved by the CAO, Department Head, or Supervisor
- b) Acting outside the Municipality in their capacity as employees of the Municipality.
- c) Any training, as authorized by the Department Head and/or CAO.

48.3 **AUTHORIZATION**

Authorization to travel shall be as follows:

- a) Authorization for a Department Head to travel shall be approved by the CAO
- b) Authorization for a Manager to travel shall be approved first by the Department Head then by the CAO
- c) Authorization for municipal staff to travel shall be approved by their immediate supervisor, then by the Department Head.

48.4 **DIRECT BILLING**

Invoices for commercial travel fares shall be paid directly using the Department Credit Card. Registration fees shall be paid directly by the Municipality in advance.

REIMBURSEMENT BY OUTSIDE AGENCY

Where a Municipal staff member is designated to represent the Municipality on a board or organization and where, and as a result of this representation travel must occur, and where the board or organization reimburses the cost of travel.

- a) It is encouraged that the board or organization represented makes the travel arrangements. Should it be necessary to book travel and advance other travel expenses through the Municipality, the Municipality will invoice the organization for the full costs of the funds advanced to the employee, or directly paid by the Municipality.
- b) In the event that the board or organization does not cover expenses or all expenses as approved in this policy, the employee may submit expenses for the difference, as allowable in Section 48.8 below.

48.5 ADVANCEMENT OF FUNDS

Individual requests for travel advances may be submitted on the standard Advance Claim Form, at least ten days prior to the departure date. Any such advances shall not exceed the estimated trip expenses.

48.6 STATEMENT OF TRAVELLING EXPENSES

- a) A Statement of Travelling Expenses shall be submitted within ten working days upon return to the Municipality, utilizing the appropriate Travel Expense Claim Form
- b) Each person travelling is required to submit an individual Travel Expense Claim Form.
- c) Receipts shall be attached to the Statement to substantiate the following expenses:
 - i. Accommodation – Commercial – actual cost
 - ii. Transportation – actual cost (air, rail, bus, car rental, taxi)
 - iii. Registration fees
 - iv. Meals and incidental expenses in excess of specified daily allowable amounts
 - v. Meals purchased for others must include the name(s) of those being entertained and, briefly, the reason for the entertainment

48.7 CLAIM OR REFUND

Individuals will be reimbursed for eligible expenditures as per the Travel Expenses Claim Form, less any amounts advanced or paid directly by the Municipality.

Individuals will refund any amount paid in advance in excess of the total eligible expenses.

48.8 AMOUNTS ELIGIBLE FOR REIMBURSEMENT

a) Amounts and items eligible for reimbursement shall be:

i. Meals – Per Day as follows:

	All locations
Breakfast	\$21.90
Lunch	\$22.15
Supper	\$54.40
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Total per day:	98.45

Receipts are not required for meals claimed as above. In special circumstances, additional meal costs may be considered by the authorizing individual with explanation and supporting receipts.

ii. Mileage – Updated annually as determined by the Federal government rate.

a. Accommodation: Commercial -- actual cost, receipt required
Private -- \$50.00 per night, no receipt required

b. Incidental Expenses (including telephone calls home): \$17.50 per night will be paid

c. Travel (other than by own vehicle): actual cost, receipt required

Attached "Return Travel Mileage" chart is to be used as a reference for Point A to Point B travel. Additional mileage must be tracked and claimed separately.

b) Meals supplied by air or other carrier and included in the fare, and meals supplied at any event, meeting, or occasion without charge or as part of the registration fee, shall not be claimed for reimbursement except in circumstances requiring the purchase of a meal due to dietary restrictions or inability to attend meals due to a scheduling conflict.

c) The schedule of amounts and items set out in paragraph (a), will be automatically revised annually in accordance with the CRA Directive on Travel.

d) Prior to accepting an appointment to any subcommittee on an authorized board or organization, the staff member shall inquire about the reimbursement for travel

expenses policy for said organization or Board. Should the organization or Board not cover travel expenses, and the Municipality is expected to absorb the costs, the staff member must seek approval of the CAO prior to agreeing to serve.

48.9 **TRAVEL TIME**

- a. Manager's travel time can be accrued to the workload additional hours and compensated as per the Overtime Policy.
- b. Non-Union Non-Management travel time shall be accumulated on an hour per hour basis and shall be paid out or accumulated in the overtime bank.
- c. Union Members – as per Article 15.03 (Compensation for Training) of the Collective Agreement.

Municipality of Sioux Lookout Return Travel Mileage

	Kenora	Dryden	Eagle River	Hudson	Ignace	Lac Seul	Sioux Lookout	Wabigoon	Wabigoon First Nations	Vermilion Bay	Pickle Lake	Thunder Bay	Winnipeg	Red Lake	Eagle Lake
Kenora		280	230	490	490	440	470	320	350	190	990	980	420	540	250
Dryden	280		70	220	220	180	200	50	80	90	720	710	710	440	60
Eagle River	230	70		280	280	230	260	100	140	40	780	770	660	390	30
Hudson	490	220	280		310	100	50	170	180	300	580	800	920	650	270
Ignace	490	220	280	310		340	290	170	160	300	600	500	920	650	250
Lac Seul	440	180	230	100	340		150	200	200	250	670	830	870	600	210
Sioux Lookout	470	200	260	50	290	150		160	160	290	530	790	900	630	230
Wabigoon	320	50	100	170	170	200	160		40	130	680	670	750	470	80
Wabigoon Res.	350	80	140	180	160	200	160	40		170	680	650	780	510	110
Vermilion Bay	190	90	40	300	300	250	290	130	170		810	790	620	350	70
Pickle Lake	990	720	780	580	600	670	530	680	680	810		1080	1420	1150	750
Thunder Bay	980	710	770	800	500	830	790	670	650	790	1080		1410	1140	740
Winnipeg	420	710	660	920	920	870	900	750	780	620	1420	1410		970	690
Red Lake	540	440	390	650	650	600	630	470	510	350	1150	1140	970		410
Eagle Lake	250	60	30	270	250	210	230	80	110	70	750	740	690	410	