Reimbursable Expenses

Purpose:

To establish the rates and circumstances for which employees will be reimbursed for approved business expenses.

Scope: This policy applies to all Township employee classifications.

Policy:

1. Personal Vehicle Usage
   
   Mileage
   
   a) Employees may be required to use their personal vehicle for approved Township business. In these circumstances, employees will be reimbursed for the applicable mileage as defined as the distance between the employee's place of work and the business destination, unless the distance between the employee's home and the business destination is shorter.
   
   b) The rate of reimbursement will be based on the approved rate at the time the expense is incurred. This rate will be adjusted from time to time according to the mileage rate set by the County of Peterborough.
   
   c) The Township will not reimburse employees for travel to and from work.

   Parking
   
   a) The Township will reimburse employees for parking expenses related to business use, with the submission of an appropriate receipt.
   
   b) The Township will reimburse the employee on the honour system for coin operated parking meters.

   Insurance/Inspections
   
   a) It is the responsibility of the employee to have sufficient insurance for their vehicle when using their personal vehicle for work related purposes.
   
   b) If an employee is required to drive as part of their job, they must notify the Township immediately if they lose, or may lose, their driver's license.
2. **Travel Expenses**
   a) In order to ensure that the Township obtains the best possible travel rates, the Office Assistant/Receptionist will coordinate all travel related expenses, including hotel bookings or car rentals.
   
b) If overnight or full day business travel is required, a per diem rate of $60.00 will apply for the purposes of all meal expenses, where such expenses are incurred.

3. **Expense Reports**
   a) Expense reports must be completed and submitted to their respective Manager for approval on a bi-weekly basis, in conjunction with the accounts payable schedule.
   
b) Receipts for all expenses must be attached to the expense report. For expenses for which no receipt is available, the expenses should be itemized separately. Examples include metered parking or coin operated photocopiers.

4. **Use of personal handheld wireless devices**
   a) The Working Alone Safety Policy 7.15 states that the Township will provide cellular phones for employees as required. In consultation with the department manager, an employee may choose to use their own personal device and be reimbursed accordingly.
   
b) Managers will determine the required options (ie: phone and text only, data etc.) and the employee will be reimbursed the equivalent monthly amount as outlined in the Township’s Corporate Mobile Agreement.

5. **Attendance at Conferences**
   a) The Municipality and employees belong to a number of professional organizations. Attendance at conferences held by these organizations shall be encouraged and approved as valuable information gathering and learning opportunities. Where possible, it is to the Township’s benefit to have at least one staff member attend each conference offered in a given year.
   
b) The number of conferences that are being held within Ontario that a member of staff shall normally be permitted to attend in one year shall be two.
   
c) The following expenses for attendance at conferences shall be paid by the Township:
   
i. Registration fees
   
ii. Mileage and/or other transportation costs (bus, train, plane fare),
   
iii. Accommodation,
   
iv. Parking, and
   
v. Meal expense in the amount of $60.00 per day, where such expenses are incurred.
   
d) Staff members wishing to attend a conference will so advise the Manager of Community & Corporate Services /Clerk or Deputy Clerk and the appropriate arrangements will be made.
   
e) Attendance at regular meetings of an association or specific training sessions hosted by an organization shall not be considered as a conference.