

	ADMINISTRATIVE POLICY	Policy No: 9,053CM Approved By: City Manager
		Effective Date: December 16, 2012
		Department: Human Resources

BUSINESS TRAVEL AND EXPENSE

POLICY STATEMENT

The City of Spruce Grove believes that employees should be fairly compensated for business related travel. Travel should be undertaken with the view of maximum efficiency in a fiscally responsible manner.

1. PURPOSE

This policy sets out the parameters for business related travel compensation.

2. DEFINITIONS

Special terms defined in this policy are defined in the HR Glossary of Terms.

3. RESPONSIBILITIES

3.1 Employee

- a. Must have additional insurance coverage in the amount of one million dollars liability for use of their personal vehicle for business purposes.
- b. Submit employee expense claims on the required forms for business related travel expenses.
- c. Seek the most cost effective mode of transportation and accommodations when making travel arrangements.

3.2 Supervisor

- a. Approve employee travel.
- b. Ensure that all travel outside of Canada is approved by the City Manager.
- c. Review and approve employee travel expense claims.

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3.3 Finance

Maintain all related expense forms with current reimbursement rates as set out in this policy.

4. USE OF CITY VEHICLE

- 4.1 City owned vehicles are to be used for City approved business only. Staff whose duties necessitate the use of a City owned vehicle may stop for minor convenience purposes.
- 4.2 City owned vehicles may only be used as an employee's primary vehicle if required under their terms of employment.

5. USE OF PERSONAL VEHICLE

- 5.1 Employees using their personal vehicle for City business shall be compensated at the published rate for vehicle travel expenses in accordance with the Canada Revenue Agency for the Province of Alberta. This rate will be followed for each tax year. This rate is intended to cover the cost of using their personal vehicle, including vehicle maintenance and fuel costs.
- 5.2 Employees claiming mileage expenses must submit a proof of personal liability insurance, of a minimum one million dollars. This proof would be a copy of their insurance and need only be submitted with the expense report once per year.

6. RELATED TRAVEL EXPENSES

- 6.1 Other means of transportation and related expenses will be paid on submission of receipts.
- 6.2 All travel outside of Canada must be approved by the City Manager.
- 6.3 Accommodation and meal expenses will be paid at reasonable actual costs upon production of receipts or statements. In the event there are no receipts available, the City will reimburse meal expenses at the rates published by the

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Treasury Board of Canada Secretariat. These rates will be followed for each calendar year.

- 6.4 If a spouse/partner accompanies an employee on City business, the expenses of the spouse/partner for travel and meals are considered a personal expense and not covered by the city.

RELATED DOCUMENTS

Procedure 9,016 Corporate Vehicle

Business Transportation and Subsistence Policy 9,015 rescinded

APPROVAL

City Manager: Original Signed By D. Lagore Date: December 6, 2012