

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences

ADM-30 Employee Business Expenses Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to reimburse business expenses necessarily incurred by employees in the performance of municipal duties. Employees are neither asked to subsidize the cost of the County nor invited to indulge themselves at public expense. It is expected that logic and good business sense will prevail.

POLICY STATEMENTS:

1.0 Scope

1.1 This Policy applies to all authorized employees for expenses related to business activities undertaken to meet one or more of the following objectives:

- (a) To conduct regular job duties as approved by the CAO or designee;
- (b) To perform special functions that may include the following:
 - i. encouraging, fostering, or promoting business investment in the County of St. Paul;
 - ii. conducting research for assigned tasks which can only occur through personal visitation, observation, and discussion;
 - iii. participating on a multi-jurisdictional committee whose work will enhance the County of St. Paul's political or economic position.

1.2 This Policy applies to expenses incurred while on authorized business travel outside the County of St. Paul, and to expenses incurred while hosting a business activity locally.

2.0 Responsibilities

2.1 Employees' responsibilities include:

- (a) To identify and review the required business expenses to ensure cost effective options for travel, accommodation, and other expenses are selected;
- (b) To identify, when possible, estimates of business expenses as part of the annual budgeting process; and

- (c) When having incurred expenses, to submit a completed voucher form for business expenses, accompanied by all necessary receipts and/or documentation as required. Receipts must be itemized and show the GST amount. A credit card receipt is not acceptable for business expense purposes.

2.2 Directors and supervisors' responsibilities include:

- (a) To identify and incorporate estimates of business expenses into the annual budget;
- (b) To review staff requests and pre-authorize expenditures where applicable; and
- (c) To authorize employees to incur business expenses related to performing regular job duties, including any special functions.

3.0 Reimbursement of Expenses

3.1 Employees conducting authorized County business will be reimbursed for costs incurred, based on the following criteria:

- (a) Travel
 - i. where travel is authorized, the most direct, economical, and time efficient mode of transportation shall be used;
 - ii. air travel shall not exceed regular economy class;
 - iii. travel outside Canada shall be reimbursed in Canadian currency plus exchange for those expenses prescribed by this Policy that are supported by receipts, when required (i.e. accommodations).
- (b) Accommodations
 - i. if an employee is required to travel on County business and overnight accommodation away from the employee's regular place of domicile is necessary, the employee may claim the actual receipted cost of accommodations for a single room rate.
 - ii. if an employee is required to travel on County business, overnight accommodation away from the employee's regular place of domicile is required, and the employee elects to stay in private accommodations, the employee may claim a rate established by Council annually at the Organizational Meeting.
- (c) Meals
 - i. while conducting authorized County business, an employee may claim for meals in accordance with the rates determined by Council annually;
 - ii. if meals are included as part of the business activities, the employee may not claim for an alternate meal unless required to do so for

medical reasons where the program meal package cannot accommodate the medical need.

(d) Transportation

An employee may claim the following expenses with a receipt:

- i. bus fare;
- ii. railway fare;
- iii. taxi fare;
- iv. parking charges;
- v. economy air fare;
- vi. economy automobile rental.

(e) Mileage

- i. an employee who uses their personal vehicle for County business shall be reimbursed for mileage at the set established by the Canada Revenue Agency (CRA) annually. If an employee exceeds 5,000 kilometres within a given year, a reduced mileage rate shall be used as established by the CRA.

(f) Hospitality Business Expenses

- i. an employee carrying out regular duties associated with authorized public relations activities shall be entitled to reimbursement of appropriate expenses;
- ii. alcohol shall not be claimed as a hospitality business expense under any circumstances;
- iii. the Chief Administrative Officer or their designee shall approve all hospitality business expenses.

(g) Special Provisions

- i. if an employee incurs business expenses for which reimbursement is not expressly authorized by this Policy, the Chief Administrative Officer may authorize reimbursement for the expenses incurred.