



Mid-West Planning District

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POLICY

Title	Travel Expenditures and Reimbursements
Policy #	1-2023
Issue Date	January 5, 2023
Resolution	06/23
Authority	Mid-West Planning District Board
Repeals Policy #	4-2022

SUBJECT / APPLICATION: The intent of this policy is to outline acceptable travel expenditures and reimbursement amounts for both employees and Board members.

LEGAL AUTHORITY / RELEVANT BY-LAWS:

Preamble:

Where provisions of this policy conflict with Manitoba Provincial Acts the Provincial Act shall prevail.

The implementation of this policy will be by resolution of the Board of the Mid-West Planning District.

POLICY:

Overview

It is the policy of Mid-West Planning District to reimburse staff and Board members for reasonable and necessary expenses incurred during approved work-related travel.

Employees or Board members seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Authorization and responsibility

All travel must be authorized by Board resolution. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of the completion of a trip, the traveler must submit an expense sheet and supporting documentation to obtain reimbursement for expenses.

An individual may not approve their own travel or reimbursement. The expense form must be signed by the Chairperson or Vice-Chairperson.

Designated approval authorities (Chairperson or Vice-Chairperson) are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal funds

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. Mid-West Planning District reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Vacation in conjunction with business travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the monthly expense form. Mid-West Planning District will not prepay any personal expenses with the intention of being "repaid" later, nor will any personal expenses be reimbursed.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by Board.

Travel Expenses/Procedures

General information

Authorized business travel for staff that includes prepayments must be pre-approved by Board resolution.

Reimbursement of parking does not require requests if they are under \$10. Requests for reimbursement of expenses are to be submitted on the monthly expense form.

Permissible prepaid travel expenses

Before the travel, Mid-West Planning District may issue prepayments for conference registration fees. Applicable policies and methods of payments for these prepayments follow.

Conference registration fees. Conference registration fees can be prepaid with a credit card or cheque through the Office Administrator with a signed resolution. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance.

Reimbursements

Requests for reimbursements of travel-related expenses are submitted on the monthly expense form. This form must be accompanied by supporting documentation.

These forms must be submitted to the business office within the month the trip is completed. The monthly expense forms not submitted within this time frame require exception approval from the Board.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by Mid-West Planning District are shown below.

Automobile (personally owned—domestic travel). A valid driver's license issued within Canada and personal automobile insurance are required for expenses to be reimbursed.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the most recent National Joint Council Manitoba Kilometric Rates.

Conference registration fees. If the conference fee was not prepaid, Mid-West Planning District will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled cheque, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the traveler's per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Lodging (commercial). The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 75 kilometers or more from the traveler's home or primary worksite.

Exceptions to this restriction may be approved in writing by the Board.

Mid-West Planning District will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Meals (per diem). Per diem allowances are reimbursable for in-province overnight travel that is 75 kilometers or more from the traveler's home or primary worksite.

In addition to meals these rates include the meal, taxes and tips.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

If a meal is included in an event's fees or room rate the attendee cannot also claim the same meal's per diem for that day.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

Per diem rates: \$15 – breakfast, \$20 – lunch, \$25 – dinner

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking. Original receipts are required for parking fees (including airport parking) totaling \$25 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls. The costs of personal telephone calls are the responsibility of the individual.

Non-Reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by Mid-West Planning District:

- Alcoholic beverages.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.

- Incidental expenses such as laundry, dry cleaning, and service tips (e.g., housekeeping or porter tips).
- Personal entertainment expenses, including health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Vehicle parking infraction tickets, towing, or break down repairs
- Other expenses not directly related to the business travel.

Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

End of Policy.

This Policy has been reviewed and approved for use or implementation by the Board of the Mid-West Planning District on January 5, 2023 by Resolution #06/23.

Development Officer/Designated Officer

Chairman of the Board