



Mid-West Planning District

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POLICY

Title	Travel Expenditures and Reimbursements
Policy #	3-2025
Issue Date	February 06, 2025
Resolution	19/25
Authority	Mid-West Planning District Board
Repeals Policy #	1-2023

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

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.

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 represents 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: \$20 – breakfast, \$25 – lunch, \$35 – 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.