

Village of Haines Junction Travel Reimbursement Policy

January 8, 2020

Policy #24-20

Objective

The Village Travel Policy and related Procedures will define the reimbursement process and amounts that will be reimbursed to Mayor and Council, and Employees when traveling on behalf of the municipality.

Outcomes

The amounts reimbursed will be fair and reflect Yukon Territorial practices.

Parameters

The policy will be financially prudent and have adequate management and financial controls to ensure that it is not abused.

Specifically, there will be the requirement that:

- All employee requests for reimbursement must be approved by the employee's supervisor or designate
- CAO requests for reimbursement must be approved by the Mayor or designate
- Mayor and Council requests for reimbursement must be approved by the CAO or designate.

Adopted by Resolution #04-20 on the 8th day of January 2020.



Dan Rodin, Chief Administrative Officer

Travel Reimbursement Policy Procedures

Per Diem Expenses

All per diem expenses for meals, incidentals, private accommodation, and mileage will be paid at the current rates published by the Yukon Government for government employees.

The per diem for any meal must not be claimed if the meal is available at the event. Exception will be made for dietary reasons.

Incidental Expense Allowance

An Incidental Expenses Allowance will only be paid when the individual is required to stay overnight.

Overnight Accommodation

Overnight accommodation will be paid for when:

- A person would have to leave their home before 7:00 am in order to attend the event.
- A person would return home after 7:00 pm if they traveled at the conclusion of the event.

The Village will ordinarily arrange accommodations. If staff or Council arrange their own hotel accommodation, they must stay, if available, at a hotel that offers a Government Rate.

Staff and Council will be reimbursed for a basic hotel room. Individuals wanting suites will be required to pay the difference between the basic hotel room rate and the suite, unless the suite is required for medical purposes or is for a stay in excess of three (3) days.

Detailed receipts for accommodation showing room costs must be provided for reimbursement to occur.

Common Carrier Expense

It is expected that tickets will be purchased well in advance so that Staff and Council can travel economy class.

Staff and Council may choose to travel by car instead of plane. In these situations, they will be reimbursed the lesser of a per kilometer mileage claim or economy airfare ticket cost. Exception will be made for individuals suffering from aviophobia.

Ride-sharing of Automobile Mileage Expense

Staff traveling to the same event are encouraged to ride-share. Individuals choosing to travel by themselves when the option of a ride-share is available will only receive partial reimbursement (50%) of per diem rate.

Travel Expense Claim Form

Reimbursement of travel expenses must be made on the attached form.

Payment Authorization

The individual requesting reimbursement must sign the Travel Expense Claim Form

The request for payment must be authorized by the individual's supervisor or designate.

The request for payment by a member of Council must be authorized by the Chief Administrative Officer or designate.

The request for payment by the Chief Administrative Officer must be authorized by the Mayor or Deputy Mayor.