

POLICY STATEMENT AND REGULATIONS

Number: 800.8

BUSINESS TRANSPORTATION AND SUBSISTENCE

District business requiring the use of transportation, subsistence, or a District vehicle should be undertaken in a fiscally responsible manner.

1. District-owned vehicles are to be used for District approved business only. Staff whose duties necessitate use of a District-owned vehicle may stop for minor convenience purposes. Where a District-owned vehicle is taken home for stand-by purposes, contact by radio or telephone must be maintained.
2. A spouse or child of a staff may be a passenger in a District owned vehicle while the staff member is going to or coming from work or on call, provided they are dropped off as soon as possible. The Manager of Corporate Services must be notified of non-routine circumstances for insurance purposes (i.e. spouse accompanies staff member to conference in District vehicle).
3. Staff using their personal vehicle for District business shall be compensated at the same rate established for Council members by bylaw. Minor mileage claims can be accumulated. Travel expenses will be paid upon submission of an Employee Expense Claim.
4. Permanent full-time staff members who are required to use their personal vehicle for District use will be compensated for additional business insurance.
5. Other means of transportation and related expenses such as parking, taxis, or rental vehicles and business travel via air, rail or bus will be paid on submission of receipts, statements or purchase orders. All out of province travel must be approved by the C.A.O. and out of Canada travel by Council. Out of province travel by the C.A.O must be approved by the Mayor. Generally, whenever travel arrangements are being made, the most economic mode of transportation and accommodations shall be sought.
6. Accommodation and meal expenses will be paid as per provincial guidelines upon production of receipts or statements. Should the meal receipt not be provided, the rate paid should be the same as the one set by bylaw for Council Members.
7. The Employee Expense Claim Form must be completed and approved prior to reimbursement.

Adopted: November 10, 2014