



## NON-UNIONIZED TRAVEL POLICY

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### PURPOSE

The Town of Torbay is committed to encouraging and supporting professional and career development of non-unionized employees below the level of senior management personnel recognizing that the quality, responsiveness and professionalism of those individuals are inextricably linked to the achievement of Council's mission, strategic direction and continuous improvement of programs and services.

Professional development and career activities includes activities designed to broaden the scope of professional capabilities of these employees in relation to their role and responsibilities. Professional development processes build on the collective knowledge and experience of the employees and provides them with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, group and municipal learning and capabilities.

Guiding Principles include:

- Alignment of Town, department and individual priorities;
- Sound and prudent use of public funds;
- Equitable access to resources and support;
- Shared accountability for shared professional development;
- Mandatory training to cover core role requirements; and
- Evaluation of benefits and sharing of knowledge.

### POLICY

Professional and career development activities of Non-Unionized employees will be reimbursed in accordance with the funding allocation for such activities as contained in the Town of Torbay annual budgets. All professional and career development activities require approval by the CAO. Professional and career development activities include attendance at professional development courses and conferences; career development programs; and informal session conducted with appropriate guest speakers and trainers.

Non-Unionized employees will be reimbursed for registration fees, travel, accommodation and other personal expenses incurred for professional and career development activities subject to the prior approval of the CAO and in accordance with the terms and conditions as outlined within the Non-Unionized Travel Policy and Procedure.

**Accommodations:**

Non-unionized employees shall rent reasonably secure and comfortable accommodations within reasonable proximity to the event that they will be attending. Receipts are required for all hotel accommodations, reasonable personal and business telephone calls, and laundry expenses. All other expenses incurred on hotel invoices will be the responsibility of the Non-Unionized employee.

A maximum non-commercial accommodation allowance of \$40.00 per diem for approved professional development activities outside the Town of Torbay will be reimbursed without receipts where hotel accommodations are not utilized.

**Registration Fees:**

Receipts are required for the reimbursement of all registration fees.

**Per Diem Rate:**

\$50.00 (Canadian) per day will be reimbursed when travelling. No receipt required.

**Travel:**

All travel costs will be reimbursed so long as they are reasonable in nature and supported with receipts and/or documents.

Non-Unionized employees may use their vehicle within the Province for approved business travel purposes. Mileage between destinations within the Province will be reimbursed in accordance with the mileage as recorded on the Provincial Department of Transportation and Works website (<http://www.stats.gov.nl.ca/DataTools/RoadDB/Distance/>). Additional mileage at the destination must be logged and such details included on travel claim to be reimbursed. Mileage will be reimbursed at a rate of \$0.38 per kilometer. This allowance reflects the key cost components of owning and operating an automobile, such as depreciation, financing, insurance, maintenance and fuel costs. Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate.

Parking fees, highway tolls, shuttle bus fares, taxis, and subway fares will be reimbursed for business-related travel subject to the provision of receipts.

**Advance Payment:**

Advances pertaining to the approved conference or event may be approved by the CAO. Advances will not be provided when expense reports for previously approved conferences or events have not been submitted in accordance with the Non-Unionized Travel Policy and Procedure.

**Cancellations:**

The Town is not responsible for cancellation fees of any kind. If Non-Unionized employees are unable to cancel reservations and/or travel arrangements in a timely fashion, he/she must provide a written explanation to the CAO. Cancellation of travel arrangements due to illness or emergency may be reimbursed however situations such as these will be reviewed by the CAO on a case-by-case basis.

**Expense Claims:**

To apply for reimbursements, Non-unionized employees must complete and submit a Travel Expense Form to the CAO along with the appropriate travel documentation, including the Conference Brochure or documentation showing the scheduled dates of the approved conference or event, within thirty (30) days of completing travel.

Contact will be made by the CAO with anyone who has a claim outstanding for a period of twenty (20) days requiring the submission of the claim within ten (10) days.

**POLICY REVIEW**

This policy shall be reviewed annually or sooner by the CAO and the Mayor as may be necessary.