



## CAO AND SENIOR MANAGEMENT TRAVEL POLICY

Original Prepared By:	Approved: April 27, 2015 Motion #: 172-15
Date:	Date:
Revision Prepared By:	Approved: Motion #:
Date:	Date:

### PURPOSE

The Town of Torbay is committed to encouraging and supporting professional development for the CAO and Senior Management, recognizing that the quality, responsiveness, and professionalism of these individuals are inextricably linked to the achievement of Council's vision, mission, mandate, values, strategic direction and continuance improvement of programs and services.

Professional development and training includes activities designed to broaden the scope of professional capabilities of the CAO and Senior Management in relation to their role and responsibilities. Professional development processes build on the collective knowledge and experience of the CAO and Senior Management and provide them with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, and group 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
- Evaluation of benefits and sharing of knowledge.

### Accommodations:

The CAO and Senior Management 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 CAO and individual Senior Management. 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:**

\$75.00 (Canadian) per day will be reimbursed when travelling in Canada. No receipt required (including day going to and returning from destination).

\$100.00 (U.S.) per day will be reimbursed when travelling in the U.S. No receipt required (including day going to and returning from destination).

Per diems outside these jurisdictions will be reimbursed as approved by Council.

Any expense incurred over and above this amount on a daily basis will require a detailed explanation and if a meal is involved the names of those in attendance. A receipt will also be required.

**Travel:**

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

Travel will be covered from the day before and the day following the scheduled conference or event unless otherwise approved by Council.

Transportation costs including the cost of travel insurance, seat selection, the cost of extra personal baggage up to two (2) pieces, and other charges that may be implemented by air carriers and for which receipts are provided.

When additional expenses are incurred due to flight interruptions or weather delays, other than those associated with departure from St. John's International Airport, requests from the CAO and Senior Management will be considered for up to a maximum of four (4) days.

In no event can the CAO or Senior Management, in the utilization of seat sale tickets, Aeroplan, or similar point's award methods, obtain any cash advantage.

The CAO or Senior Management 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, up to twenty (20) kilometers, incurred at the destination will be approved. Mileage in excess of twenty (20) kilometers must be logged and such details must be 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.

The CAO or Senior Management may use their personal vehicles for out of Province use and will be reimbursed the lesser of the most economical airfare to and from destination on the day preceding and the day following the scheduled conference or event plus additional mileage, up to twenty (20) kilometers, incurred at the destination (mileage in excess of twenty (20) kilometers must be logged and such details must be included on travel claim to be reimbursed) or the actual cost of travel at \$0.38 per kilometer including the cost of ferry transportation, per diems and hotels required while driving to and from the conference or event site.

The CAO or Senior Management may use a rental car up to the maximum equivalent of the cost of renting a mid-sized car however receipts are required including the cost of fuel used.

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 up to the cost of airline tickets, registration, or other expenses required prior to the approved conference or event will be provided prior to the event subject to the provision of receipts for such expenses. Advances for anticipated expenses (per diems, hotel accommodations, etc.) associated with the approved conference or event may be made within ten (10) days of the anticipated travel date. Advances will not be provided when expense reports for previously approved conferences or events have not been submitted in accordance with the CAO and Senior Management Travel Policy and Procedure.

#### **Cancellations:**

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

#### **Expense Claims:**

To apply for reimbursements, the CAO must complete and submit a Travel Expense Form to the Mayor 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.

To apply for reimbursements, Senior Management 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 advising of the requirement for the submission of the claim within ten (10) days.

Expenses reports outstanding beyond the specified period of thirty (30) days will be reported by the CAO to the Finance and Administration Committee who will provide such reports to the Committee of the Whole meetings until the expense report has been submitted.

#### **POLICY**

Professional development activities of the Chief Administrative Officer (CAO) and Senior Management will be reimbursed in accordance with the funding allocation for such activities as contained in the Town of Torbay annual budgets. All out of Province travel for professional development requires approval by motion of Council.

Professional development activities include attendance at professional development courses and conferences; career development programs; and informal sessions conducted with appropriate guest speakers and trainers.

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

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

#### **POLICY REVIEW**

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