

**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy #GG-001**

**TRAVEL**

**Effective Date:  
July 11, 2005**

**Revision Date:  
February 11, 2013**

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**Purpose**

To establish guidelines for the reimbursement of travel expenses incurred by an employee or Councillor while conducting municipal business away from the Town Offices.

**Objectives**

The objectives of the Travel Policy will be to:

1. Identify circumstances that dictate travel;
2. Identify travel expenses that will be eligible for reimbursement;
3. Provide authorization to travel; and
4. Procedure to claim travel expenses.

**Policy**

The Town of Lockeport shall reimburse employees and Councillors for all reasonable and appropriate expenses for travel, meals and accommodation incurred in the course of carrying out their duties and responsibilities and attending courses, seminars and conferences approved by the Town.

**Note: When booking a hotel room outside the “Conference Block” we do not get benefit of conference package deals. If a Councillor/Staff chooses to book a hotel room outside the “Conference Block”, that individual will be responsible for the additional costs.**

The mode of transportation chosen, air or by car, should be that which enables the employee to conveniently meet scheduled appointments, minimizes the amount of working time spent in travelling and is the most cost effective means of transportation.

**Travel Expenses Eligible For Reimbursement**

**\*\*\*\*\*Receipts are required for reimbursement of all travel expenses unless stated otherwise below.\*\*\*\*\***

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**Car Travel**

Where car travel is indicated as the most suitable mode of transportation, an employee/Councillor may use their own car and be reimbursed at the Provincial rate.

Employees/Councillors are responsible for their own insurance while using their vehicle on Town business. Employees/Councillors choosing to use their own car when air travel is clearly the most cost effective mode, must do so on their own time and will be reimbursed to the maximum of the equivalent economy air fare plus the usual cost of local transit. In these instances, en route meals and motel accommodations are **not** reimbursable.

Employees/Councillors should endeavour to travel in one car when two or more employees/Councillors are scheduled for the same destination at the same time.

All employees/Councillors claiming car travel expense shall provide the Town with a copy of their insurance liability card.

All travel expense claims must be submitted to the Town Office at least once a month, if there is an amount to be claimed and cheques will be issued within seven days. Late claims will be presented to Council for approval before cheques will be issued.

**Car Rental**

Reimbursement will be made for rental of economy type cars at destination. Rental of car requires prior approval of Council.

**Air Travel**

Employees/Councillors will be reimbursed at the economy fare rate for air travel unless emergency air travel is approved by Council.

**Accommodations**

Single room accommodation rate will be reimbursed. Double room accommodation rate will be reimbursed if two or more employees or Councillors share the same room.

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**Meals**

The employee's reasonable out-of-pocket costs will be reimbursed for personal meals while travelling on town business. Tips and gratuities, to a maximum of 15% of the meal cost prior to taxes, will be reimbursed (no receipt is required for tips and gratuities). Alcoholic beverages are not eligible for reimbursement.

**Telephone**

All telephone expenses for town business purposes will be reimbursed. Reasonable and necessary personal calls occasioned by absence from home will be reimbursed.

**Taxi Fares**

Taxi or transportation services required to travel to and from accommodation to place of business as well as from airport to accommodation, etc. will be reimbursed. Receipts are not required for fares less than \$10.00.

**Parking and Toll Expenses**

All parking expenses and bridge/road tolls will be reimbursed by the Town. Receipts for tolls are not required.

**REIMBURSEMENT OF TRAVEL EXPENSES**

Claims for mileage and meals while attending business meetings shall be submitted using the Town's Expense Claim Form to the Clerk/Treasurer. The places travelled from and to, the reason for the travel, distance travelled and any other related expenses incurred must be reported with all receipts attached.

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**TRAVEL ADVANCES**

When the estimated travel, meal and accommodation expense (in respect of courses, seminars or conferences) exceeds \$150.00, an advance of seventy-five (75%) percent of the estimate may be advanced to the employee/Councillor. When the employee/Councillor returns, they must turn in the receipts supporting the expenses to the Clerk/Treasurer. If the actual expenses are less than the advance, the balance must be paid immediately. Expenses greater than the advance will be reimbursed.

When the estimated expense is less than \$150.00, there will be no advance.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Passage of Current Policy: February 11, 2013

I certify that this Policy was adopted by Council as indicated above.

Joyce Y. Young  
Town Clerk/Treasurer

February 12, 2013  
Date