



**THE RESORT MUNICIPALITY OF WHISTLER
COUNCIL POLICY**

POLICY NUMBER:	A-36	DATE OF RESOLUTION: NOVEMBER 7, 2017
		AMENDED:
NAME: COUNCIL TRAVEL AND EXPENSE REIMBURSEMENT POLICY		

1.0 SCOPE OF POLICY

The Council Travel and Expense Reimbursement Policy (Policy) is designed to assist the Mayor and Councilors (Council) requesting reimbursement of expenses incurred while conducting Resort Municipality of Whistler (RMOW) business activities.

RMOW will reimburse Council for eligible expenses including travel fares, accommodations, meals, mileage, and eligible purchases made on behalf of the organization. Eligible expenses must be incurred only for the purpose of representing the municipality, engaging in municipal business, or attending a course, meeting or convention. Eligible costs should be incurred based on the availability of Council budget and consideration of Council's expense requirements for the year.

2.0 GENERAL GUIDELINES

- 2.1 Original detailed receipts are required for reimbursement of all expenses. When paying by credit card and a tip is paid, both the detailed bill and credit card receipt are required.
- 2.2 Expense reports must be submitted with receipts and approved by the Chief Administrative Office (CAO).
- 2.3 All expense reports must be submitted within 30 days to accounts payable for reimbursement.
- 2.4 All expense reimbursement submissions must be made using the current version of the "expense" form. Information must include:
 - a) The nature of the expense
 - b) The name and titles of the individuals involved, other than submitter
 - c) The purpose for the expenditure

3.0 TRAVEL GUIDELINES

- 3.1 Council are encouraged to select modes of transportation that minimize costs and greenhouse gas emissions. Wherever possible regional transit and car sharing should be utilized.
- 3.2 If Council use their personal vehicle for business travel, mileage will be reimbursed as per Administrative Procedure D-9 Employee Travel and Expense Reimbursement Policy (Administrative Procedure). Appropriate parking fees will also be reimbursed. The RMOW will not be responsible for fuel, maintenance, repair, traffic parking violations or other costs related to a personal automobile.
- 3.3 If a car rental is required, Council will be reimbursed for the rental and fuel costs.
- 3.4 For air travel, all flights where the total one-way in-flight travel time is less than five hours must be booked in economy class, at the best possible rates for the dates of travel. It is expected that air travel will be planned well in advance, to avoid any last minute booking premium.
- 3.5 Exceptional circumstances that might justify the waiving of the requirement for the most economical airfare occur only when the total one-way in-flight travel time exceeds five hours.
- 3.6 Council will be reimbursed for reasonable hotel accommodation. Provincial Government rates should be requested at time of booking.

4.0 PER DIEM

- 4.1 Rates: Council are entitled to a daily per diem rate as described in the Administrative Procedure.
- 4.2 The per diem must be reduced for any meals provided as part of a conference/function. These amounts are also contained in the Administrative Procedure.
- 4.3 For part day travel Council may claim a per diem for each meal period in accordance with the Administrative Procedure.
- 4.4 Incidental expenses not covered in this Policy may not be claimed.
- 4.5 No receipts are required when claiming per diem reimbursements.

5.0 NON REIMBURSABLE

- 5.1 The following list includes examples of non-reimbursable expenses:
 - a) Personal travel insurance
 - b) Personal credit or loyalty card fees or memberships
 - c) Passport applications
 - d) Personal reading materials
 - e) Childcare
 - f) Toiletries, cosmetics, or grooming products
 - g) Expenses occurred by spouses, children, or relatives

- h) In-room movies or video games
- i) Alcohol

6.0 INTERPRETATION

- 6.1 Under exceptional circumstances requests for reimbursement of expenses that are not in compliance with the above guidelines may still be approved by the CAO. Advance notice should be given wherever possible.
- 6.2 Any questions related to the content of this policy or its interpretation should be directed to the CAO.

Certified Correct:

P. Lysaght
Manager of Legislative Services/Corporate Officer