

<b>TITLE: TRAVEL AND ACCOMMODATION</b>	<b>SECTION: FINANCIAL SERVICES</b>
<b>DATE: September 2, 1998</b>	<b>POLICY NO.: FNS-III-06</b>
<b>APPROVED BY:</b> Resolution No. 1998-06 Resolution No. 2001-28 Resolution No. 2007-89 Resolution No. 2009-71 Resolution No. 2013-049 Resolution No. 2014-081	<b>REVISED/REVIEWED DATE:</b> March 15, 2001 August 16, 2007 May 14, 2009 January 18, 2013 August 14, 2014 December 12, 2019

**1. POLICY STATEMENT**

It is the policy of the Kenora District Services Board to encourage the attendance of Board Members and employees at events (conventions, conferences, workshops and training seminars) dealing with the aspects of the provision of District services for the purpose of assisting them in the performance of their duties and they will be entitled to reimbursement of expenses as per the procedures herein.

**2. PROCEDURE – Conventions, Conferences, Workshops, Seminars:**

2.1 Approval

- (1) Employee requests to attend an event must be pre-approved by the appropriate Manager/Director. Such attendance is subject to budget review prior to approval. Documented approval (e-mail or other as appropriate) is required to be attached to any request for reimbursement.
- (2) Board member requests to attend an event must be pre-approved by the Board through Resolution. In the event that the timing of a Board Meeting creates difficulties in the approval process, approval may be provided via e-mail by the Chair of the Board.
- (3) The number of Board delegates for any one event is a maximum of two (2), unless deemed otherwise by the Board and documented in resolution. The Board shall endeavor for delegates to have equal representation from Municipal and Unincorporated members.
- (4) If more than one Board Member or employee is travelling between the same point of origin and destination, they shall endeavor to travel together whenever possible.

2.2 Travel

- (1) For all travel within the Kenora, Rainy River and Thunder Bay Districts, preference will be given as follows:
  - i) Board owned vehicles, if available and assigned; OR
  - ii) Rental vehicles from approved vendors with KDSB provided insurance, if available and expedient to do so: OR
  - iii) Personal vehicles when approved at the discretion of the supervisor/director or CAO, for which reimbursement will be the mileage allowance at the highest annual reasonable rate established **by the CRA.**

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- (2) For all employee travel outside the Kenora, Rainy River and Thunder Bay Districts, preference will be given as follows:
- i) Commercial carriers, if expedient to do so; OR
  - ii) Board owned vehicles, if expedient to do so; OR
  - iii) Rental vehicles from approved vendors with KDSB provided insurance, if available and expedient to do so: OR
  - iv) Personal vehicles when approved at the discretion of the supervisor, for which reimbursement will be the mileage allowance at the highest rate established **by the CRA**.
  - v) Board members will be reimbursed the lesser of the mileage allowance or the appropriate commercial fare.

**2.3 Accommodations**

- (1) Accommodations will be arranged at the hotel/facility where the conference/convention/seminar is being held whenever possible.
- (2) In the event accommodations cannot be arranged at the hotel/facility where the conference/convention/seminar is being held, the accommodation at the nearest comparable hotel/facility will be arranged.
- (3) The Board will reimburse accommodation charges to the employee at the rate established by the hotel for corporate clients (if available).
- (4) Accommodation arrangements will be the responsibility of the Manager/Director for him/herself and those employees reporting directly to him/her.
- (5) All other accommodation arrangements will be the responsibility of the Office of the Chief Administrative Officer.

**2.4 Transit Allowance (Public Conveyance, Vehicle Rental)**

- (1) Transit allowance must be requested at the time of the request to attend the convention/conference/seminar. See Amounts Eligible for Reimbursement for details.
- (2) The Board will reimburse transit expenses incurred on Board business for amounts above the transit allowance where receipts are furnished and provided the most economical means of transit was utilized.
- (3) The Board will reimburse the total cost of vehicle rental provided such vehicle rental has been pre-approved by the Board/CAO/Manager/Director as. In no case will reimbursement be made if Board vehicles are available, except in unusual or unforeseen circumstances.

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2.5 Resource Materials

- (1) The purchase of resource materials will not be reimbursed unless approval was received at the time of travel approval.

2.6 Amounts Eligible for Reimbursement

- (1) The following guidelines will be used in determining the amount eligible for reimbursement under this policy
  - i) Mileage at the rate established by the Board and amended from time to time.
  - ii) Meals at \$62 per day within the Kenora, Rainy River and Thunder Bay Districts (Local Area Rate) and \$80 per day outside of the local rate area, except where meals are included as part of the registration fee or are required for part days only, in which case the following breakdown will apply (including gratuities):

	Local Rate Area	Non-Local Rate Area
Breakfast	\$12.50	\$15.00
Lunch	\$18.50	\$25.00
Dinner	\$31.00	\$40.00

- iii) Transit Allowance (without receipts)
  - a] within the local rate area - \$30.00 per day
  - b] outside the local rate area - \$50.00 per day
- iv) Costs incurred by a spouse or non-employee are not eligible for reimbursement.
- v) Travel advances will be available upon request to cover the cost of eligible expenses that have been pre-approved under this policy provided such request has been received by the Accounting department at least ten (10) days before commencement of the event.
- vi) Costs incurred for items of a personal nature such as entertainment, hotel services, alcoholic beverages or spousal programs are not eligible for reimbursement.

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**3. PROCEDURE – Meetings, Inspections, Daily Operations:**

3.1 Approval

- 1) Attendance of employees at meetings, inspections or such similar matters in the normal performance of duties does not require pre-approval by the Chief Administrative Officer or Service Manager, as the case may be.
- 2) Attendance of Board Members at meetings or required events is from the agreed upon distance in the area they represent (Directive FNS-III-06-01 and does not require pre-approval by the Board)
- 3) Attendance of Board Members at meetings, conferences of organizations on which they have been appointed or elected, at the concurrence of the Board, do not require pre-approval by the Board.

If more than one Board Member or employee is travelling between the same point of origin and destination, they shall endeavor to travel together whenever possible.

3.2 Travel

- 1) For all travel within the Kenora, Rainy River and Thunder Bay Districts, preference will be given as follows:
  - i) Board owned vehicles, if available and assigned; OR
  - ii) Rental vehicles from approved vendors with KDSB provided insurance, if available and expedient to do so: OR
  - iii) Personal vehicles when approved at the discretion of the supervisor, for which reimbursement will be the mileage allowance at the highest rate established **by the CRA.**

3.3 Accommodations

- 1) Accommodations will be approved and arranged on an as needed basis at the discretion of the Manager/Director/CAO/Board Chair.