



Travel and Transportation Policy

Policy Manual Section: Governance - General

Policy Number: G-GEN-009

Authority: 8751/09, 9110/10

Date Approved: March 24, 2009

Department Responsible: Council Services

Revision Dates: March 23, 2010, March 2019

Review Date: March 2023

Status: Active

Purpose:

The purpose of the Travel and Transportation Policy is to define compensation and eligible expenses for employees of the Town of LaSalle.

Policy Statement:

The town of LaSalle is committed to ensuring that Town employees continue to receive education and training through attendance at seminars, conferences and training sessions.

Scope:

This policy applies to all employees of the Town of LaSalle. It is understood that the authority for the expenditure of funds for any and all expenses covered by this Policy is limited to those amounts allocated by the annual budget. Any exceptions to the policy must be submitted to the Department Head or CAO for approval.

Policy:

1. Travel Expenses
 - a) The Town of LaSalle will reimburse employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly document in the required format for approval and reimbursement.
 - b) All Corporate transportation will be conducted in the most economical manner possible.
 - c) Whenever possible, tickets should be booked at least ten (10) days in advance to benefit from any discounts offered by the carrier.



2. Transportation

a) Private Vehicles

- Employees may use their own vehicle for business travel purposes.
- Mileage shall be reimbursed pursuant to the rate as established from time to time by Revenue Canada.
- Parking, tolls and ferries required will be reimbursed provided appropriate receipts are submitted with expense claim. Loss or damage to the vehicle while parked shall not be the responsibility of the Town.
- When one or member of administration are travelling in the same vehicle, only the owner of the said vehicle is entitled to reimbursement for mileage expenses.
- Commuting expenses are not reimbursable.
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the mileage rate and will not be reimbursed.
- Any traffic violations, including parking tickets, will not be reimbursed by the Town.

b) Rental Cars

- When vehicles are rented, compact or economy models will be used in order to realize cost-savings.
- Exceptions may be made regarding vehicle sizes in the event of two or more passengers, or load requirements.
- All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than 3 days after damage has occurred. A police report is also required.
- Administration will be reimbursed for damage rider insurance purchased at the time of vehicle rental.
- Pre-purchase of gas at the rental counter is discouraged.
- Any traffic violations, including parking tickets, will not be reimbursed by the Town.

c) Public Transportation

- The cost of public transportation, i.e. taxis, buses or subways, will be reimbursed provided appropriate receipts are submitted with expense claim. Expenses related to personal travel will not be reimbursed.



d) Rail Travel

- All reservations will be made in coach class.
- Administration may be reimbursed for first class accommodation when travelling by rail provided the trip extends over a normal meal period (Breakfast/lunch/dinner)

e) Air Travel

- Coach class shall be used as the standard in the interest of cost-savings.
- Business class may be authorized by the CAO in the event that less expensive seats are not available or the departure time is not acceptable.

f) Reimbursement Cap

- When travelling out of province, administration shall be reimbursed for the amount of air fare regardless of which method of travel is selected.

Responsibilities:

All departments to administer the Policy. Council Services shall oversee this policy.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Policy 136 (8751/09) and (9110/10)

Attachments:

Town of LaSalle Travel Expense Voucher Conferences and Seminars. Appendix "A"
Town of LaSalle Perdiem Meetings, Conferences and Seminars. Appendix "B"

To request copies of the attachments, please contact the Clerk's department at 519-969-7770 extension 1262.