

KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE

TITLE: TRAVEL and ACCOMMODATION (Staff)	SECTION: HUMAN RESOURCES
DATE: SEPTEMBER 2, 1998	POLICY NO.: KDSB-HR-I-02
APPROVED BY: MOTION 1998-06	REVISED: MOTION 2001-28; MOTION 2007-89 MOTION 2009-71

1. POLICY STATEMENT

It is the policy of the Kenora District Services Board to encourage the attendance of 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

2.1 Approval

- (1) Requests to attend an event must be pre-approved by the Chief Administrative Officer, in the case of the Service Manager's request and pre-approved by the appropriate Service Manager in all other cases, prior to registration. Such attendance is subject to budget review prior to approval.
- (2) Employees travelling within the Kenora District will use:
 - (i) Board vehicles, if available and expedient to do so; OR
 - (ii) Personal vehicle for which reimbursement will be the mileage allowance at the rate established by the Board except there shall be no reimbursement if a Board vehicle is available.
- (3) 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.

2.2 Travel

- (1) Employees travelling outside the Kenora District will use:
 - (i) Board vehicles, if available and if expedient to do so; OR
 - (ii) commercial carriers, if expedient to do so; OR
 - (iii) a personal vehicle for his/her convenience for which the amount eligible for reimbursement will be the lesser of the mileage allowance or the appropriate commercial fare, or no reimbursement if a Board vehicle was available.
- (2) Requests to attend conventions/conferences/seminars must be made on the form "Request for Travel/Accommodation".
- (3) If more than one employee is travelling between the same point of origin and destination and a personal vehicle is used, the amount eligible for reimbursement to the vehicle owner/operator is the lesser of:
 - (i) the appropriate commercial fare for each employee travelling,
OR
 - (ii) the mileage allowance at the rate established by the Board.

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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 Service Manager for him/her self 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.
- (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 Service Manager in the case of him/her self or those employees reporting directly to him/her and provided no other form of public transit is available. In no case will reimbursement be made if Board vehicles are available, except in unusual or unforeseen circumstances.

2.5 Resource Materials

- (1) The purchase of resource materials will not be reimbursed unless pre-approved by the Service Manager for his/her self and those employees reporting directly to him/her or by the Chief Administrative Officer in all other circumstances.

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.

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2.6 Amounts Eligible for Reimbursement - Continued

(ii) Meals:

- a] \$62.00 per day within the Kenora, Rainy River and Thunder Bay Districts (local rate area) and \$80.00 per day outside 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 (no receipt):

- a] within the local rate area - to a maximum of \$30.00 per day
b] outside the local rate area - to a maximum of \$50.00 per day
c] amounts claimed in excess of the amounts above require a receipt

2.7 Costs incurred by a spouse or non-employee are not eligible for reimbursement.

2.8 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.

2.9 Costs incurred for items of a personal nature such as entertainment, hotel services, alcoholic beverages or spousal programs are not eligible for reimbursement.