

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Travel Policy	<i>POLICY NUMBER:</i> 1.6.80	<i>EFFECTIVE DATE:</i> June 20, 1994
<i>ORIGIN:</i> Legislative & Finance (June 8, 1994)	<i>ADOPTED BY COUNCIL ON:</i> June 20, 1994	<i>DATE AMENDED:</i> September 7, 1999 November 15, 2004 July 10, 2006 April 14, 2008 May 11, 2009 March 14, 2016 October 17, 2016

1. APPROVAL TO TRAVEL

(a) Within Province

When employees request, or are required, to attend meetings or training sessions within the province, permission will be requested through and authorized by the Department Head. The City Manager will authorize all Department Head's requests.

(b) Outside Province

All travel outside of the province must be requested through the City Manager.

(c) All Council travel shall be authorized by the Mayor.

2. EXPENSES

(a) Transportation

In order to minimize the travel time to a maximum of one day, either the automobile, or air travel is recommended. (Bus or train may be used on occasions if the situation dictates)

If the councilor/employee makes an option to drive when airfare is less expensive, he/she will be reimbursed equivalent to the cost to travel by air.

If more than one employee or Council member is travelling, all efforts must be taken to limit the number of vehicles travelling.

If a City-owned vehicle is not available, practicable or economical and public transportation is not convenient or economical, employees may be authorized by their Department Head, or in the case of a Department Head by the City Manager, to use a privately-owned vehicle on city business. Automobile travel shall be reimbursed at a rate equal to that established by the Government of Saskatchewan Public Service Commission and detailed in their Human Resource Manual, Travel Allowance Appendix (Link: <http://www.gov.sk.ca/psc/hrmanual/appendices/ps601-a.pdf>).

Air Travel

Economy class only unless paid for by individual. Excursion and rate cutting fares purchased in advance and requiring specific days or length of time staying at the destination is permissible. (Provided that the savings is equal to or more than the expenses incurred for the extra days). Additional flight cancellation insurance is acceptable.

Fares for the spouse shall not be paid by the City.

(b) Lodging

i) Hotel/Motel

Hotel where the function is being held or one of similar quality is acceptable. City will pay for a single room or double room if the spouse attends.

ii) Private Residence or Trailer

An amount will be paid per night for accommodation in private residences or in private trailers, no receipts necessary, in accordance with the rates established by the Government of Saskatchewan Public Service Commission, and revised from time to time, detailed in their Human Resource Manual, Travel Allowance Appendix (Link: <http://www.gov.sk.ca/psc/hrmanual/appendices/ps601-a.pdf>).

(c) Spousal Registration for Conferences

The City will pay for conference registration and meal costs not provided in the registration, for spouses of Out of Scope employees or Councillors to attend conferences and meetings. Reimbursement for meal costs will be in the same manner accorded to employees and Council members, as detailed in Section 2(d).

(d) Meals

Reimbursement for meal costs, without receipts, will be in accordance with the rates established by the Government of Saskatchewan Public Service Commission, and revised from time to time, detailed in their Human Resource Manual, Travel Allowance Appendix (Link: <http://www.gov.sk.ca/psc/hrmanual/appendices/ps601-a.pdf>). If you are away for the full day, you may claim the total amount. If the meeting, conference, etc. provides one of more of these meals, then the appropriate amount would be deducted from the allowance. Accordingly, if you leave the City after breakfast or lunch and return prior to dinner, the appropriate amount would be deducted from the allowance.

(e) Promotion

A meal or refreshment will be acceptable in very limited cases by Department Heads, City Manager or Mayor. Tips based on 15% of meal cost.

(f) In Scope Employees - Travel

This section shall only apply to In Scope employees when travelling and attending meetings located outside of the City and approved by their Managers.

“Meetings” shall mean and include conferences, workshops, training sessions, conventions, multi-day events, etc.

Whenever possible, employees shall travel to meetings during their regular work day. Managers may vary work days to allow for travel during working hours.

Employees travelling to a meeting, where travel to and from the meeting could be achieved in the same day, shall be allowed to claim overtime for travel for any hours in excess of their regular work day.

Employees travelling to meetings, which require an overnight stay or which are more than one day in duration, shall be allowed to claim overtime for travel for any hours in excess of their regular work day.

Managers shall vary work days to coincide with the hours of the meeting being attended. Employees will be paid a maximum of 8 hours per day for attendance at the meeting. Overtime claims for attending after meeting events shall not be considered unless so authorized by the Manager.

Managers shall determine appropriate travel time to and from various meeting locations. Claims for additional travel time due to unforeseen circumstances shall not be considered for compensation i.e.: construction delays, detours, weather, etc. Hours of travel calculated as follows: Regina - 6 hours, Saskatoon - 3.5 hours, Yorkton - 6 hours, Humboldt - 2 hours, Prince Albert - 2 hours.

Other expenses such as meals, accommodation, mileage and incidentals will be reimbursed in accordance with Travel Policy 1.6.80.

(g) Miscellaneous

- i) Receipts must be provided for reimbursement of the following expenses:
 - Fuel purchases for a City-owned vehicle.
 - Taxi rides to function activities are acceptable.
 - One phone call home per day is allowed.
 - Parking charges are acceptable.