

## County of Essex Policy and Procedures Manual

### Travel, Meetings & Conferences – Council, Committees, Agencies and Boards

<b>Policy Number:</b>	2022-003
<b>Policy Type:</b>	Corporate Policy
<b>Approval Authority:</b>	Essex County Council
<b>Office of Responsibility:</b>	Legislative and Community Services
<b>Issuance Date:</b>	2022-05-18
<b>Revised on Date:</b>	2022-05-18
<b>Scheduled Review Date:</b>	2026-05-18
<b>Replaces Policy:</b>	1994-004, 2009-002

#### 1.0 Introduction

The Corporation of the County of Essex (“County”) is committed to providing members of Essex County Council (“Council”) and/or members of Committees, Agencies or Boards appointed by Council (“Committees”), with the opportunity to improve their knowledge and keep abreast of changing technologies and attitudes for conducting the business of the County.

#### 2.0 Scope

This policy applies to all members of Essex County Council, its Committees, Agencies and Boards.

This policy does not apply to employees of the Corporation of the County of Essex.

#### 3.0 Purpose

The purpose of this policy is to establish a set of guidelines that will ensure the prudent stewardship of public funds by defining eligible expenditures as they relate to registration fees, travel, accommodations, meals, per diems and related expenses for attendance at conferences, conventions,

## **Travel, Meetings & Conferences – Council, Committees, Agencies and Boards**

**Number: 2022-003**

---

workshops, seminars and other special events, hereinafter referred to as “Travel Expenses”, attended by members of Council or Committees.

### **4.0 Responsibility**

- 4.1 Council is responsible to ensure that all such attendances are legitimate for the business of the County and that by such attendance, said members of Council and Committees will be better capable to carry out the duties of their office.
- 4.2 The Warden is responsible for ensuring strict adherence to this policy. Deviation from this policy requires the Warden’s approval.
- 4.3 The Legislative and Community Services department will be responsible for Council and Committee member travel arrangements including registrations, accommodation and transportation reservations and calculations of per diems and meal allowances. Corporate credit cards and/or corporate charge accounts with vendors will be used for payment wherever possible.

### **5.0 General**

#### **General**

- 5.1 The total annual Travel Expenses per member of Council, per year, shall not exceed \$5,000. One partner registration fee, not to exceed \$300, can be included within the \$5,000 limit.
- 5.2 The total annual travel expenses per Committee member, per year, shall not exceed \$2,500.
- 5.3 Whenever possible, travel arrangements should be made in advance, to benefit from any discounts offered by service providers and should be billed directly to the County or paid with a County-issued corporate credit card. Administration will make every reasonable effort to take advantage of sales, discounts and promotions offered by a service provider when booking transportation and accommodation for Council. Where possible, a government rate should be requested.
- 5.4 The Finance Department shall maintain a list of service providers for which the County has a corporate charge account. Where possible, arrangements should be made with these providers and may be

## Travel, Meetings & Conferences – Council, Committees, Agencies and Boards

**Number: 2022-003**

---

charged to the corporate account. Contact the Manager of Accounting / Deputy Treasurer if you experience any issues.

- 5.5 Selection of a service provider in order to capitalize on the collection of personal points/rewards programs is strictly prohibited.
- 5.6 Where more than one member of Council/Committee is attending the same event, when reasonable, Administration will endeavor to:
- Coordinate travel arrangements;
  - Take advantage of group rates.
- 5.7 A separate Travel Expense form (see Appendix A) from each attendee, where reimbursement is required for incidental expenses paid by personal means, should be submitted within 30 days of the travel, with valid receipts which substantiate the expenses. Travel Expense claims are subject to examination by the Finance Department and/or external auditors and should be completed with due diligence and accuracy.
- 5.8 Reimbursement for expenditures made in a foreign currency through the use of a Canadian credit card shall be made at the prevailing exchange rate utilized by the financial institution and detailed on the receipt provided, as submitted by the member of Council/Committee, where practicable. Alternatively, the applicable Bank of Canada exchange rate on the date of the transaction will be used for all other expenditures.
- 5.9 In the event of travel being cancelled in advance, the service provider must be notified immediately to avoid cancellation charges. Any penalties for cancellation will be reviewed on a case-by-case basis to determine who is responsible for paying them.
- 5.10 Extended travel days must result in no additional cost to the County.

### **Accommodation**

- 5.11 Overnight accommodation will be paid for the duration of the event, including travel time, up to a maximum of 5 days.
- 5.12 Overnight accommodation should be selected on the basis of practical location and reasonable cost, with preference to establishments offering conference related rates or one which

## **Travel, Meetings & Conferences – Council, Committees, Agencies and Boards**

**Number: 2022-003**

---

provides a Government rate where possible. Accommodation with relatives or friends will not be reimbursed.

- 5.13 Ancillary charges, including, but not limited to pay-per-view and mini-bar expenses, are the personal responsibility of the traveler and will not be reimbursed.

### **Transportation**

- 5.14 The County will reimburse members of Council/Committees for reasonable Travel Expenses incurred while conducting pre-approved business.
- 5.14.1 The most economical mode of transportation should be used if possible.
- 5.14.2 Delegates may use their own personal vehicle for business travel purposes. Mileage shall be reimbursed pursuant to the rate as established from time to time by the Canada Revenue Agency. Mileage related to business travel and/or conference attendance should be submitted on a Travel Expense form (see Appendix A).
- 5.14.3 Where mileage, per diems and meal allowance expenses are able to be determined in advance, Administration will complete the applicable Travel Expense form (see Appendix A) for payment in advance of travel, not more than 30 days prior to the event. Payments will be processed in accordance with the regular Accounts Payable payment cycle, and may not be processed prior to travel, if submitted less than 14 days prior to the date of departure.
- 5.14.4 Loss or damage to a personal vehicle while parked shall not be the responsibility of the County.
- 5.14.5 Where more than one member of Council is travelling in the same vehicle, only the owner of said vehicle is entitled to reimbursement for mileage expenses.
- 5.14.6 Any costs associated with the maintenance, fuel, vehicular breakdown or damage incurred while driving a personal vehicle will not be reimbursed by the County.

## Travel, Meetings & Conferences – Council, Committees, Agencies and Boards

**Number: 2022-003**

---

- 5.14.7 Any traffic violations, including parking tickets, will not be reimbursed by the County.
- 5.14.8 Air and rail transportation shall be limited to economy or coach class only, except where business class travel is more economical because of a membership or government discount. Any deviation from this must be justified and approved in advance by the Warden.

### **Out of Province Conferences**

- 5.15 The County recognizes that periodically there are conferences held outside the Province of Ontario, which members of Council would benefit from attending. On two occasions during a member of Council's four-year term, a member of Council may attend an out-of-province conference in lieu of any other conference that year and the \$5,000 total annual expenses limit shall not apply.

### **Per Diem**

- 5.16 The daily travel per diem which members of Council are entitled for attendance at events extending more than 4 hours in duration is \$175.00. The per diem shall be limited to the number of days that the member of Council attends the event, either in person or virtually.

### **Meals & Alcohol**

- 5.17 A Meal allowance will be calculated in accordance with the following guidelines, except when meals are included as part of the fees paid for conference registration, accommodation, or supplied with transportation:

- 5.17.1 Allowances or reimbursements for meals, inclusive of gratuities, are \$75 per day to cover breakfast, lunch and dinner.

- a) Breakfast \$15
- b) Lunch \$20
- c) Dinner \$40

- 5.17.2 Receipts to claim a meal allowance are not required. In lieu of receipts, the following guideline shall be applied when claiming a meal allowance:

## Travel, Meetings & Conferences – Council, Committees, Agencies and Boards

**Number: 2022-003**

---

- a) Breakfast – When the individual is required to leave for a trip before 8am or is away overnight.
- b) Lunch – When the individual is required to leave before noon or arrives home after 2pm
- c) Dinner – When the individual could not arrive home before 7pm or is away overnight.

5.18 While the purchase of alcohol with or without municipal funds is not encouraged, members of Council are expected to exercise restraint and sound judgment when consuming alcohol, giving consideration to the appropriateness of such conduct at meetings, conferences, or other events whose purpose is to represent or promote the best interests of the County.

5.19 Expenses above are payable only on behalf of the member of Council/Committee, and exclude any charges incurred by, on behalf of, or in relation to a partner of a member of Council/Committee, with the exception set out in Section 5.1.

### Exceptions

The Warden is not limited to the restrictions of this policy but shall be limited by the budget as approved by County Council.

## 6.0 Related Documents/Legislation

- None

## 7.0 Summary of Amendments

<b>Date</b>	<b>Amendment(s)</b>
2022-05-18	Report 2022-0518-LCS-R10-MB introduced Policy.  Essex County Council approved by Resolution 123-2022.  Replaces Policy 1994-004: Conference-Convention Attendance - Members of Council  Replaces Policy: 2009-002 Purchase of Alcohol with Municipal Funds


# Travel, Meetings & Conferences – Council, Committees, Agencies and Boards

Number: 2022-003

## Appendices

### Appendix A: Council Travel Voucher

The Travel Expense form is available on County Connect.



**County of Essex Council Travel Voucher**

Date of Request

Name  Department

Date of Function  to   
 Duration of Trip  days to  nights

Name of Event   
 Location

REGISTRATION		Prepaid	Not Prepaid	
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Non-Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Spouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	
				**\$300 limit per year
		TOTAL REGISTRATION		\$ -

TRAVEL	Vendor	Conf #	Before Tax	HST	Total
Hotel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
Air	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
Train	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
Rental Vehicle	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
TOTAL TRAVEL					\$ -

MILEAGE	Personal Vehicle Reimbursement - # of km		\$	0.61	
TOTAL TRAVEL					\$ -

PER DIEM	Number of days	\$	175.00	
TOTAL PER DIEM		\$	-	

MEAL ALLOWANCE	Description	Before Tax	HST	Total	
	Breakfast - leave before 8am / away overnight	<input type="text"/>	\$ 15.00	\$ -	
	Lunch - leave before noon / home after 2pm	<input type="text"/>	\$ 20.00	\$ -	
	Dinner - home after 7pm / away overnight	<input type="text"/>	\$ 40.00	\$ -	
TOTAL MEAL ALLOWANCE					\$ -

INCIDENTAL EXPENDITURES	Description	Before Tax	HST	Total	
(Receipts required)	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -	
TOTAL INCIDENTAL EXPENDITURES					\$ -

PREPAYMENTS	Description	Pmt Method	Amount (enter as positive)	
(includes other deductions such as personal portion of expenditures)	Prepaid Registration	<input type="text"/>	\$ -	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TOTAL PREPAYMENTS				\$ -

TOTAL REIMBURSEMENT		\$	-
---------------------	--	----	---

OFFICE USE ONLY:	NOTES
Vendor ID <input type="text"/>	
Account Number <input type="text"/>	
<input type="text"/>	
Prepared by <input type="text"/>	
Approved by <input type="text"/>	