



BUSINESS EXPENSES POLICY

Applicability: All CVRD

Effective Date: June 13, 2012

PURPOSE:

To establish a policy regarding reimbursement for business expenses.

POLICY:

You will be reimbursed for legitimate business expenses that you incur in the course of performing your job. When spending the CVRD's money, we urge you to think about it as your own, and please use moderation.

1. Mileage

- a. If you are required to use your vehicle on approved CVRD business, you will be reimbursed for business mileage at the current cents-per-kilometre rate.
- b. Reimbursement will be at the current rate established and updated by the Canada Revenue Agency, and deemed to be a reasonable non-taxable allowance. [CVRD Mileage Claim Form](#)
- c. Reimbursement will not include the distance for your normal commute, i.e. the distance you normally drive each way between your residence and your workplace.

2. Accommodation

- a. We will reimburse you for a standard room plus tax for out-of-town travel.
- b. We will not cover personal purchases, such as mini-bar items, room service, movies, haircuts, and other personal services while you are away.
- c. If you choose to stay at a relative's or friend's house to minimize costs, the CVRD will provide you with \$35.00 per night.

3. Air travel

- a. CVRD employees are required to fly economy class for business travel.

4. Meal, Gratuity, and Incidental Expenses

- a. If you are required to travel overnight, you will receive up to \$75.00 per diem for expenses not covered by your event. Meal, gratuity, and incidental per diems are as follows:
 - i. Breakfast \$15.00
 - ii. Lunch \$20.00
 - iii. Dinner \$25.00
 - iv. Incidental (if staying overnight) \$15.00

- b. Per diems for travel to Metro Vancouver, Victoria, Whistler, Kelowna, and outside B.C. will be up to \$100.00, as follows:
 - i. Breakfast \$20.00
 - ii. Lunch \$25.00
 - iii. Dinner \$35.00
 - iv. Incidental (if staying overnight) \$20.00
- c. If a meal is included as a part of the training or conference you are attending, then you cannot claim for the meal as outlined above.

5. Taxis

- a. You will be reimbursed for actual taxi costs (including a 10-15% tip) incurred while you are conducting work-related activities.
- b. Expenses must be supported by original and legible receipts.

6. Other Allowable Expenses

- a. You are allowed meal expenses when deemed necessary, such as when you are meeting with existing or prospective employees, customers, contractors, or business partners of the CVRD.
- b. These expenses require prior approval from your Manager.
- c. Expenses must be supported by original and legible receipts.

7. Expense Reports

- a. It is important for you to submit all expense reports on the [CVRD Expense Claim Form](#) as incurred or at least on a monthly basis. Your expense reports must be signed by your Manager and forwarded to the Finance Division. Expenses must be supported by original and legible receipts, except those for which no receipt is available (e.g., tips, metered parking, coin-operated photocopiers) or per diem expenses. You must itemize these expenses separately.
- b. To assist with your expense reports, consider the following guidelines:
 - i. Mark the details for the expense on the back of each receipt (e.g., name, account number, reason).
 - ii. Keep a supply of expense report forms handy at all times.
 - iii. If you are unsure as to how or what to claim, speak to your Manager.

8. Car Allowance for Employees

- a. In the event that the CVRD requires you to use your own vehicle to the extent that it requires a category increase in automobile insurance premiums, then you will be reimbursed for the additional premium (the difference between the rate for

business use and that for driving to and from work.) Most insurance policies allow for 2000-2500 km of 'business use' per year at no additional cost.

- b.** It is your responsibility to check with your insurance provider regarding what is and is not included, and to determine if additional premiums are required so that you have appropriate insurance coverage.

9. Change in Driver's License Class Required by Job

- a.** If your job requires a change in Class (e.g., driving a truck or bus) to your Driver's License from the standard operating class, the CVRD will reimburse you for the cost of the required medical exam, when supported by appropriate receipts.

Approved by: CVRD Board Approval date: June 13, 2012
