



TOWN OF BLACK DIAMOND POLICY

POLICY #: 12-017	
POLICY TITLE: Expense Reimbursement Policy	
Approval Date: November 4, 1998	Resolution #: 98-374
Approval Date: November 1, 2006	Resolution #: 2006-374
Revision Date: December 19, 2007	Resolution #: 2007-443
Revision Date: February 6, 2008	Resolution #: 2008-034
Revision Date: October 28, 2010	Resolution #: 2010-391
Revision Date: October 19, 2011	Resolution #: 2011-315
Revision Date: March 17, 2013	Resolution #: 2013-95
Revision Date: September 18, 2013	Resolution #: 2013-330
<i>Up until 2015, this policy/procedure had been named "Council Remuneration & Expense Reimbursement". It was decided to separate the 2 topics into separate policies. "Council Remuneration & Benefits" is now a separate policy/procedure.</i>	
Revision Date: June 17, 2015	Resolution #: 2015-259
Department:	Council/all employees

Policy Statement

Council Members, Town employees and approved representatives may incur costs when travelling as representatives of the Town of Black Diamond. Eligible and approved expenses (including mileage, travel, meals, etc.) may be reimbursed in accordance with this Policy and its related Procedure document.

1. Reason for Policy

- 1.1. To provide for the reimbursement of travel costs and other eligible expenses for members of Council, Town employees and approved representatives.



2. Related Information

- 2.1.** In accordance with Revenue Canada’s provisions regarding Taxable Benefits and Allowances, any amounts claimed for home wi-fi or cellular phone usage may be considered a Taxable Benefit and placed on the recipient’s T4 slip as such. **The Town of Black Diamond will not be responsible for any portion of any such reimbursement claimed and paid, that Revenue Canada may later determine to have been personal and not business usage of those items claimed.**

3. Definitions

- 3.1. Approved representative** shall mean any person authorized by Council, a Committee of Council, a Department Manager or the CAO to incur expenses to travel to workshops, conferences, seminars or other such training sessions on behalf of the Town of Black Diamond, or to incur eligible expenses (*see 3.2.1*) on behalf of the Town of Black Diamond.

3.1.1. Any approved representative shall be eligible for payment or reimbursement of travel expenses, or other general expenses in accordance with this Policy and its relevant Procedure documents.

3.1.2. Claim for payment or reimbursement must be in accordance with the Procedures, and the Claimant must be able to show that they are an approved representative.

- 3.2. Eligible expenses** shall mean:

3.2.1. General expenses provided for within a budget, and/or approved by the CAO and/or Finance Manager, or pertinent department Manager, and paid for by a member of Council, a Town employee or other approved representative, requiring repayment to that individual, or

3.2.2. Expenses incurred by a member of Council, a Town employee or other approved representative, travelling or attending meetings, conferences, workshops, etc. as an approved representative of the Town of Black Diamond, which expenses are covered by the scope of this policy, and which require repayment to that individual.

- 3.3. Form(s)** shall mean the *Council Expense Reimbursement Claim Form* and/or the *Expense Report Form*, as applicable, or any other claim form added as an Appendix to this Policy’s relevant Procedure document.

4. Responsibilities



4.1. Town Council to:

- 4.1.1.** Approve by resolution this policy and any amendments.
- 4.1.2.** Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.1.3.** Ensure all policies conform to the overall mission, goals and values as set out in the Town's Strategic Plan.
- 4.1.4.** Follow all procedures relating to the completion and submission of any/all Forms, as provided for in the Procedure document (and any Appendices) relating to this Policy.

4.2. Chief Administrative Officer ("CAO") to:

- 4.2.1.** Ensure implementation of this policy and approve procedures and any amendments thereto.

4.3. Managers to:

- 4.3.1.** Understand and adhere to this policy and procedure.
- 4.3.2.** Ensure all employees and approved representatives are aware of and adhere to this policy and procedure.
- 4.3.3.** Make recommendations to the CAO of necessary policy or procedure amendments.

4.4. Finance Manager to:

- 4.4.1.** Ensure implementation of this policy and procedure.
- 4.4.2.** Prepare Appendix D annually, within the first 7 days of October.
- 4.4.3.** Ensure that this policy and procedure is reviewed at least annually, at the Organizational meeting of Council.
- 4.4.4.** Make recommendations to the CAO of necessary policy or procedure amendments.

4.5. All Employees to:

- 4.5.1.** Understand and adhere to this policy and procedure.

5. Appendix (all Appendices are attached to the Procedure Document)

- 5.1.** *Council Expense Reimbursement Claim Form* is Appendix A.
- 5.2.** *Expense Report Form* is Appendix B.
- 5.3.** *Annual Mileage and Meal Allowances* is Appendix C.

6. End of Policy