

Travel Expense Guidelines

The City of Mount Pearl will cover eligible travel expenses as outlined in the following guidelines. Please refer to the Travel Expense Policy for eligibility and requirements. Employees must submit receipts along with the *Travel Reimbursement Form* to get reimbursed.

1.0 Travel Expense - Directors

Directors	
Travel Expense Type	Considerations
Hotel Accommodations	Receipt required.
<ul style="list-style-type: none"> • Including Telephone 	Reasonable personal and business telephone calls as received.
<ul style="list-style-type: none"> • Including Laundry 	Receipt required.
Transportation	<ul style="list-style-type: none"> • Directors will be reimbursed only for the economy transportation costs incurred during business travel. • Employees opting to extend the stay can do so as long as there is no additional cost to the City. Employees shall be responsible to pay for additional costs incurred during extended days that are not business related.
Registration Fees	Receipt required.
Per Diems	<ul style="list-style-type: none"> • \$100 (Canadian) per day when travelling in Canada. No receipt required. (Including day going to and returning from destination). • \$75 (U.S.) per day when travelling in the U.S. No receipt required (Including day going to and returning from destination). • Per diems outside these jurisdictions as approved by Council. • Additional expenses over and above this daily amount requires a detailed explanation and if a meal is involved the names of those in attendance. A receipt will also be required.

Use of Own Vehicle/Mileage	Receipt required.
<ul style="list-style-type: none"> In Province: 	\$0.38 cents per kilometer.
<ul style="list-style-type: none"> Out of Province 	Directors will be reimbursed the lesser of the equivalent economy airfare to and from destination on the day preceding and the day following the scheduled conference plus \$0.38 cents per kilometer while at destination, or the actual cost of travel at \$0.38 cents per kilometer including the cost of ferry transportation, per diems and hotels required while driving to and from conference site.
<ul style="list-style-type: none"> Rental Car 	Receipt required.
Non-Commercial Accommodations	A maximum of \$40 per day without receipt.
Advances	Advances up to the cost of airline tickets, and registration fees will be provided to individuals. Receipts shall be provided.
Expense Reports	Appropriate expense forms will also be provided with each advance. Completed expense reports are to be returned to the City Clerk within sixty (60) days from the date of the end of the conference.
Conference Brochure	The conference brochure, if applicable, including the scheduled dates of the conference must be submitted with each expense report
Approval	All travel to be approved by motion of the Council.

2.0 Travel Expense – Managers and Supervisors


Managers and Supervisors	
Travel Expense Type	Considerations
Hotel Accommodations	Receipt required.
Transportation	To be arranged by the City.
Registration Fees	Receipt required.
Per Diem	No receipt required - \$75 per day for managers and \$50 for Supervisors/Assistant Managers (including days going to and returning from destination).
Use of Own Vehicle/Mileage	\$0.38 cents per kilometer.
Non-Commercial Accommodations	A maximum of \$40 per day without receipt.
Advances	Advances will be provided to individuals up to the estimated cost of the travel.

Expense Reports	Appropriate expense forms will also be provided with each advance. Completed expense reports are to be returned to the applicable Director with one week of return to work.
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3.0 Travel Expense Employees

Employees – unionized and non-unionized	
Travel Expense Type	Considerations
Hotel Accommodations	Receipt required.
Transportation	To be arranged by the City.
Registration Fees	Receipt Required.
Per Diem	No receipt required - \$50 per day (including days going to and returning from destination).
Use of Own Vehicle/Mileage	\$0.38 cents per kilometer.
Non-Commercial Accommodations	A maximum of \$40 per day without receipt.
Advances	Advances will be provided to individuals up to the estimated cost of the travel.
Expense Reports	Appropriate expense forms will also be provided with each advance. Completed expense reports are to be returned to the applicable Director with one week of return to work.

4. Approvals



 Steve Kent, Chief Administrative Officer

 January 9, 2019

 Date