

# Travel Expenses Policy

## 1.0 Policy Statement

The City of Mount Pearl shall reimburse City employees for applicable expenses related to City business travel, including travel for approved professional development and training. Travel expenses are subject to the City's annual operating budget and may vary at the discretion of the Director of Corporate Services and the Chief Administrative Officer.

## 2.0 Background

When practical, employees are encouraged to consider alternatives to travel using technology such as videoconferencing and teleconferencing. All travel expenses must occur by the most economical mode of transportation that is available and practical, while considering the purpose and urgency of the trip. Budgeted funds will be allocated according to the strategic priorities of Council and the specific needs of Departments. This policy complies with the City's *Professional Development and Training Policy (HR-PDT-01)*. City employees shall abide by the City's *Employee Code of Conduct Policy (HR-ECC-01)* during travel. For instances where provisions of this policy conflict with the *Collective Agreement* the later shall prevail.

## 3.0 Scope

This policy applies to unionized and non-unionized employees working with the City traveling for City business. The Travel Expenses Policy also applies to approved employee travel for professional development and training.

## 4.0 Purpose

To outline the guidelines for proper control of business travel expenses and to set the rates and conditions of reimbursement for expenses.

## 5.0 Responsibilities

### Department

It is the responsibility of individual departments to:

- Pre-authorize all employee travel;
- Ensure that the most economical mode of transportation is used when traveling on City business;

## Employees

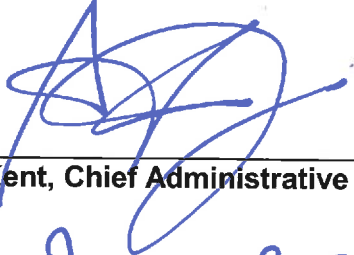
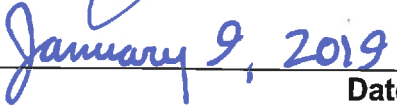
It is the responsibility of employees to:

- Travel by the most economical route possible, keeping the purpose and urgency of the trip in mind; and
- Submit travel expenses to Directors and/or Chief Administrative Officer for approval with enough time in advance.
- Abide by this policy as well as the City's *Code of Conduct Policy* (HR-ECC-01) during business travel.

## 6.0 Related Documents

Please refer to the companion document: *Travel Expense Guidelines*.

## 7.0 Approvals

  
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Steve Kent, Chief Administrative Officer  
  
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Date