



Title: Staff Expense Policy		Policy No: 5.35
		Supersedes: Expense Policy for Council, Employees and Other Authorized Persons No. 5.35 (2002)
Effective Date: January 8, 2002	Amended Date: October 8, 2024	Review Date: October 8, 2026
Policy Statement: The City recognizes that City staff play a pivotal role in delivering services to our community and implementing the processes that align with Council's strategic direction for the City, and that City staff may incur expenses throughout the course of their roles at the City.		
Purpose: The purpose of this Policy is to establish procedures and guidance for City staff regarding expenditures they may incur during the performance of their roles at the City. This Policy sets out parameters to: a. provide transparency to the public on how funds are allocated towards City staff expenditures; and b. establish accountability and oversight of how funds are allocated towards City staff expenditures.		
Scope: This Policy applies to City staff members and authorized persons working on behalf of the City, and relates specifically to the following: a. attendance at meetings (in and out of town); b. attendance at Conferences (in and out of town); c. reimbursement of out-of-pocket expenses; and d. other matters as set out in this Policy. This Policy does not apply to any staff training and development. These matters fall exclusively under the scope of the City's Staff Training & Development Policy, as amended from time to time.		
Definitions: "Conferences" means, for the purposes of this Policy, formal meetings of people with a shared interest in certain municipal matters that typically takes place over several day at an external location or remotely. "Meetings" means events that advance the City's priorities and may be held within the City, at external locations or virtually.		

Procedure:

APPROVAL AUTHORITIES

1. All expenses claimed by City staff must be within the City's approved Financial Plan.
2. City staff must obtain approval for expenses from the Director (or Director's designate) of their respective department.
3. Directors' expenses will be approved by the CAO, and the CAO's expenses will be approved by the Mayor with a concurrent signature from the Director of Finance or the Deputy Director of Finance.

BUDGET ALLOCATION

4. The corporate budget for attendance at Meetings, Conferences, and other events covered by this policy is set annually during the business planning process and included in department budgets.
5. Per diem will be determined and updated based on Canada Revenue Agency's Meals and Expense Allowance, found at the following hyperlink, as amended from time to time: HYPERLINK: <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-b-meals-allowances-october-2023.html> (described as Appendix B: Meals and allowances - Canada.ca.)
6. Per diem allowances will be pro-rated based on the time of travel and meals provided. For each meal provided at a conference or event, the eligible per diem amount will be reduced by the provision for that meal.
7. Per diem allowances are included in the annual department budgets.

TRANSPORTATION

Travel Expenses

8. Travel by bus, plane, train, or vehicle are permitted with approval from the department Director, including roundtrip travel. Expenses may only be claimed for economy travel fares, and associated costs of travel. Where multiple options for economy travel fares are offered, the option that provides an appropriate level of flexibility for travel changes may be selected.
9. Other costs associated with travel may also be reimbursed, including:
 - a. tolls;
 - b. first luggage fee;
 - c. parking meter fees;
 - d. car mileage for distance travelled in a personal vehicle will be paid at the prevailing reasonable rate as determined by Canada Revenue Agency; and
 - e. taxis and rideshares (i.e. Uber).
10. Where a City staff member's compensation includes a car allowance, mileage will not be paid.

Partner and Family Travel

11. Partners or family members of City staff will not be reimbursed for travel expenses.

Business and Personal Travel

12. City staff wishing to combine City-business travel with their own personal travel may do so at their own expense, including any additional accommodation and miscellaneous expenses not associated with business travel for the City.

ACCOMMODATIONS

13. Accommodation costs must be reasonable and within the corporate budget.
14. If City staff are travelling outside of Maple Ridge on City-business and overnight accommodations are required, the limits set out in section 5 of this Policy will apply.

CONFERENCES AND EVENTS***Registration Fees and Meals***

15. If no overnight accommodations are required and no meals are provided, meals purchased and fees associated with registration for approved Conferences, Meetings, or other events may be claimed up to the per diem limits as set out in section 5 of this Policy.

Conferences, Meetings, and other Events

16. City staff, including Directors and the CAO, may attend Conferences, Meetings, or other events set out in this Policy that align with the City's objectives, provided that they obtain the appropriate approvals to attend, where necessary.
17. City staff may incur reasonable expenses for Conferences, Meetings and other events that align with this Policy, such as expenses for registration and meals.

INELIGIBLE EXPENSES

18. Certain expenditures are ineligible to be claimed, including the following:
- a. costs for overnight accommodations in Maple Ridge;
 - b. traffic fines or parking tickets;
 - c. costs for vehicle repair, towing, or accidents;
 - d. mileage claims for individuals that receive mileage allowance as part of their compensation;
 - e. costs related to partner or family travel;
 - f. costs related to political events and activities;
 - g. any other expenditures deemed to exceed the scope, intent, and budget of this Policy, as determined by the Director of Finance or their designate.

Administration:

19. This Policy will be administered by the Director of Finance or their designate.
20. This Policy will be reviewed by the Director of Finance or their designate 2 years following adoption to ensure that it is still meeting the requirements of the City, and then every year thereafter.

21. All registrations and travel arrangements related to this Policy will be coordinated by the City staff member and their Director (or Director's designate).		
Consequences: 22. Breach of this Policy will be addressed by the City staff member's Director (or that Director's designate), depending on the nature of the breach.		
Accommodations: 23. If there are extenuating circumstances that necessitate a partner or family member travel with a City staff member, such as injury, illness or disability necessitating their assistance, exceptions may be considered to accommodate this and approved by the Director of the department and Director of Finance, per this Policy.		
(Administration Only)	Signature	Date Signed
Resolution No.:	_____	_____