



POLICY

Policy No. 12-47-20/02/18-

Department: Corporate Services
Regular Minutes 23/02/06 Schedule "C"

TRAVEL EXPENSE REIMBURSEMENT

PURPOSE:

The purpose of this policy is to provide the Employees, Council and Committee Members of the Town of Nanton with specific guidelines covering travel for Municipal Business including performing job duties, attending conferences, conventions, training, workshops, and meetings either within the Town boundaries or beyond. The Town of Nanton will reimburse travel expenses that are legitimate, reasonable and appropriate for these events

This policy will further define and provide parameters for travel related expenses including Mileage, Accommodations and Meals, and will outline the procedure for submitting reimbursements, the requirements of the expense report, and applicable limits on reimbursement. The Municipality is committed to using its resources with efficiency and economy while ensuring accountability to the public.

SCOPE:

The policy applies to all Town of Nanton Employees, Council Members and Committee Members.

Exclusions to the policy include any Employees of the Town who have specific alternative regulations arising from a negotiate collective agreement or other authorized contractual obligation.

Travel expenses which are provided under agreement by an agency, board, commission or committee connected to the Town of Nanton will not be authorized unless the expense is reimbursed to the Town by the agency, board, commission or committee.

DEFINITIONS:

Accommodations means lodging or rooms in which an Employee would stay and includes hotels, motels, and bed and breakfasts.

Approved Drivers means those Employees or Members that are approved by the Municipality to take Municipal Vehicles, submit for mileage and take rental vehicles.

Council means the duly elected officers of the Municipality of the Town of Nanton and the Chief Elected Officer or Mayor.

CAO means the Chief Administrative Officer for the Municipality of the Town of Nanton and his/her duly authorized designee(s).

Employee means any person employed with the Town.

Expense Claim means the written Expense Claim form that is approved by the Chief Administrative Officer in accordance with this policy which is utilized for submitting costs incurred by Employees and Council or Committee Members while travelling.

Fleet Manager means the Employee designated by the Chief Administrative Officer to manage the fleet of the Municipality.

Fuel Card or Fleet Card refers to a payment card that has been issued to the Municipality for the purpose of paying for fuel for Municipal Vehicles.

Management refers to a group of positions that are managerial in nature and are out of scope and includes the Chief Administrative Officer, Managers and designee(s).

Meals consists of breakfast, lunch and dinner and excludes snacks.

Member means a duly elected Member of the Town of Nanton Council or a Council Committee Member authorized by resolution of Council.

Mileage or Kilometric Rate means the distance travelled for Municipal Business in kilometers for which a rate is paid to compensate for fuel, wear and tear and insurance.

Municipality or Municipal means the corporation of the Municipality of the Town of Nanton located in the Province of Alberta, also referred to as the Town.

Municipal Business means the official duties of Employees as described in the job description or other approved and directed duties as assigned by Management and may include attending approved training, conferences, meetings or workshops.

Municipal Vehicle pertains to a vehicle in the Municipal fleet that is owned or leased by the Municipality.

Per-Diem means an allowance or payment for expenses, in the context of this policy it pertains to the meal allowance rate that the Municipality pays for Meals while Employees are travelling for the Municipality.

Personal Vehicle pertains to a vehicle that is owned or in the legal custody of a Municipal Employee, Council or Committee Member.

Rental Vehicle means a vehicle that is rented from an agency or dealership for the purpose of providing a temporary vehicle to a customer.

Travel is defined as going beyond the boundaries of the Municipality of the Town of Nanton. Local mileage within Town is not considered for travel expenses.

POLICY:

1. General

1.1 Authority To Travel

- (a) Travel is authorized for Members or Employees for a meeting or official function related to the appointment of that member of Council to a committee or regional body.
- (b) Travel is authorized for Members or Employees as approved by policy or by resolution to attend a course, conference or seminar on behalf of the Town of Nanton.
- (c) Other travel for Members or Employees shall be approved by resolution of Council.



- (d) If more than one Member or Employee is attending the same event or function, it is expected, when practical, that the Members or Employees will commute together.

When more than one Member or Employee is attending the same event, all attendees must:

- Coordinate travel arrangements
 - Take advantage of group rates
 - Individually submit a separate travel reimbursement form where reimbursement is required.
- (e) When travel is authorized, the most direct, economical and logical mode of travel shall be used. Where transportation is provided (for example as part of convention registration), it is expected that Members or Employees will make use of the complimentary transportation services.
- (f) Where personal and business travel is combined, only document expenses directly related to the Municipal Business portion are reimbursable. Extended travel time and related expenses are at the Member's or Employee's own expense. Extended travel days require approval and must not result in additional cost to the Town. Vacation, unpaid leave, or compensatory time, as applicable, must be used for the extended period.
- (g) Summary notes must be provided within 30 days of Travel to the approving authority for any course, conference, or seminar attended. The summary should include, but is not limited to:
- Name and dates of the event,
 - Benefit to the Town as a result of attendance,
 - An overall review of the event, and
 - A general recommendation for other Town Employees or Members.

1.2 Responsibility regarding Policy

- (a) Council is responsible to:
- Approve travel, business and mileage reimbursement requests of the Mayor, Deputy-Mayor and Committee Members.
- (b) The Mayor or Deputy-Mayor is responsible to:
- Approve travel, business and mileage reimbursement requests of the CAO.
 - Promote the consistent application of this policy by all Council and Committee Members.

Where disputes arise over the payment of Council or Committee Member expense items, or, if a Council or Committee Member wishes to have future consideration of a specific potential expense, outside of the budget, the matter will be brought forward to a meeting of Council for final decision-making regarding the payment or reimbursement of expenses.

- (c) The CAO or designate is responsible to:
- Approve travel, business and mileage reimbursement of Employees,
 - Review and approve advance and reimbursements in accordance with this policy and any related procedures.
 - Approve business related meal expenses, where Town Employees are present,
 - Direct the review of this policy at a minimum of every four years, or as often as necessary.
 - In no circumstances may the CAO approve his/her own advance or expense reimbursement.



- (d) The Corporate Services Manager is responsible to:
- Ensure departmental guidelines are established to facilitate compliance with this policy and related procedure,
 - Ensure funds are available with the approved budget,
 - Review travel advances, reimbursements and business travel expenses as appropriate to facilitate compliance with this policy and any associated procedures,
 - Ensure that all Employees and new hires are provided with this policy and are aware of the guidelines provided within the policy,
 - Collect feedback on the policy from all users and propose revisions to the CAO.
- (e) Managers and Heads of Department are responsible to:
- Promote the consistent application of this policy in all departments,
 - Sign, if appropriate, Employee expense claims for submission to the Corporate Services Manager.
- (f) All Employees, Council and Committee Members are responsible to:
- Become familiar with, and develop an understanding of, this policy and any related procedure in order to facilitate compliance,
 - Adhere to the Town of Nanton policies and bylaws relating to Code of Conduct when conducting Municipal Business or business related Travel on behalf of the Town,
 - Comply with policies and procedures surrounding the use of municipal credit cards and provision of the Town of Nanton purchasing policy and/or bylaw,
 - Complete and sign all required documents pertaining to travel and mileage expenses, and attach all supporting invoices/receipts and forms,
 - In the event of cancellation of intended travel, notify the Manager, Department Head, Corporate Services Manager or CAO to promptly obtain all possible refunds for expenses incurred to date.

2. Travel Expenses

2.1 Vehicles and Mileage

- (a) Mileage at the applicable rate that is calculated as the average (attached as Schedule 'A') from responses received in the most recent Alberta Municipalities Compensation survey and as may be amended from time to time will be paid to Council, Committee Members and Employees that use their personal vehicle for Municipal Business. The payment of Mileage by the Municipality is provided to offset the cost of gas, wear and tear on the vehicle, and additional insurance that may be required.
- (b) Any person using their own personal vehicle for Municipal Business must ensure that the vehicle has adequate insurance coverage for this purpose. Should a Member or Employee be involved in an accident while on Municipal Business, the Member's or Employee's own insurance shall be considered primary in all instances. In addition, any deductibles payable under such insurance shall be the sole responsibility of the Member or Employee.
- (c) Any person using their own personal vehicle for Municipal Business must ensure that the vehicle is in safe, operable condition to do so, as per the Town of Nanton's Safety Program. An inspection form may be required to be submitted attesting to the condition of the vehicle, prior to travel, for reimbursement requests.
- (d) The Town of Nanton will not be responsible for fuel, maintenance costs, traffic or parking violations.



- (e) Members and Employees who use their personal vehicle for personal purposes after hours while attending conferences, training or other out-of- town Municipal Business must exclude this Mileage from their calculations.
- (f) Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service (such as Google Maps or Mapquest).
- (g) If more than one Member or Employee is attending training, conferences, meetings or workshops, every attempt will be made to carpool and avoid incurring additional Mileage charges. In most instances, Management will only approve one Mileage claim unless there are extenuating circumstances.
- (h) Members and Employees are responsible for ensuring adequate insurance coverage on their policy to compensate for work purposes. It is the responsibility of the Member or Employee to advise their insurance companies if they are using their personal vehicle for company business; the insurance company will then rate the vehicle for business use. Members and Employees accepting Mileage are required to initial the Expense Claim Form indicating that they have contacted their automobile insurance and notified them before any payment for mileage is made. The Municipality assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate. The Municipality is not responsible for reimbursing deductible amounts related to insurance coverage.

2.2 Municipal Vehicles

- (a) Non-employees are not permitted to drive Municipal Vehicles but Municipal Employees may be permitted to bring a non-employee on their travel plans with the approval of a Management Supervisor.
- (b) A Municipal Vehicle may be assigned to an Employee that requires regular travel as part of their job duties on either a permanent or occasional basis.
- (c) Other units may be made available on a first come, first serve basis for Employees that are not assigned a vehicle, to share (such as an office vehicle). Occasionally, other units may be available based on factors such as Employee absences or position vacancies.
- (d) Employees are responsible for sourcing a Municipal Vehicle for their use by either signing out a shared vehicle, or inquiring about vehicle availability with the Fleet Manager, Management Supervisor or Lead Hand.
- (e) A Fuel Card may be provided to Employees that take a Municipal Vehicle outside of the Municipality for Municipal Business. Employees may request the fuel card prior to departure from the Fleet Manager. Should a Fuel Card not be available, fuel for the Municipal Vehicle will be reimbursed with supporting receipts.
- (f) Should an Employee refuse to utilize a suitable Municipal Vehicle, mileage or transportation costs will be forfeited.

2.3 Rental Vehicles and Taxis

- (a) When a Municipal Vehicle is not available, it may be more cost effective or preferential for the Employee to rent a vehicle in lieu of using their personal vehicle. This option is available to Employees with Management approval.



- (b) The cost of the Rental Vehicle and insurance will be reimbursed at actual cost. Vehicle size should be the most economical considering the distance, weather and number of passengers.
- (c) Taxi fare reimbursement may be provided where Members or Employees need to attend Town business (where use of a personal or Municipal vehicle may not be conducive to travel in the area of the event attended).

3. Accommodations

- (a) Every attempt should be made to book Accommodations that are cost effective while still providing safe, clean Accommodations that are reasonably close in proximity to the event. Employees are responsible to ensure their own bookings for Accommodations meet Management approval after considering the following factors:
- Cost
 - Proximity to event
 - Cost of parking
 - Inclusion of breakfast
 - Other fees - booking charges, resort fees, taxes etc.
- (b) No specific cost limits are imposed on Accommodations, as costs vary considerably depending on location and time of year. Approval is up to Management's discretion who will likely view comparable area rates for the dates of the event to determine the appropriate range.
- (c) Accommodations with relatives or friends will not be reimbursed nor will the Member or Employee be provided with payment in lieu of accommodations.
- (d) In the event of a travel cancellation, Members and Employees must ensure that accommodations are cancelled as soon as possible to avoid incurring costs. Members and Employees will be held responsible, and not be reimbursed for 'no show' costs that were charged to the Municipality resulting from failure to cancel a hotel reservation.
- (e) Members and Employees will not be required to share accommodations with other Members and/or Employees while traveling for Municipal Business.
- (f) Personal expenses incurred at the hotel such as movie rentals and personal phone calls will not be reimbursed. Business costs such as internet, parking and calls may be submitted for Council or Management approval.

4. Meal Expenses

- (a) Where a meal is not included with the Town business event a Member or Employee is attending, an unreceipted meal expense may be claimed, as per the following guidelines:

Breakfast	Lunch	Supper
\$15.00	\$15.00	\$30.00

The CAO may refuse to reimburse receipted meals claimed beyond the amounts stated within these guidelines. Meal reimbursements are for Town of Nanton Employees or Members only.



- (b) Meals that are previously paid for by the Town in the registration fees for meetings and conferences or included as part of the venue, are not an allowable expense that can be claimed except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the conference meal.

- (c) Gratuities on meals may be claimed to a maximum of 15 percent of the bill.

5. Incidentals

- (a) The Town will reimburse registration fees for approved courses, seminars and conferences that are within the approved budget.

Costs for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.

- (b) The Town of Nanton provides travel insurance under its benefits coverage, therefore additional insurance coverage for Employees or Council Members will not be reimbursed. Should an approved Committee Member require additional insurance coverage for travel insurance, the CAO will discuss arrangements for reimbursement with the Committee Member.

- (c) Travel and related expenses will not be reimbursed for spouses, partners and/or other guests.

- (d) Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. The Member or Employee must take steps to secure complimentary lodging and/or meals, where applicable. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.

In the event of travel cancellation, the person may be held responsible and not be reimbursed for "no show" charges resulting from failure to cancel a hotel reservation.

- (e) On request of an Employee, the Town may advance monies (travel allowance) to an Employee prior to attending an overnight Municipal Business event to assist with the cost of incidentals. Should the CAO approve such advance, the monies will be released to the Employee with the two-week period prior to the Business event. The maximum allowable limit will be \$200; however smaller amounts will be advanced.

Travel advances must be reconciled. For amounts owed back to the Town, payment (reimbursement) **must** be made within 30 days of the business event's final day.

6. Submitting For Reimbursement

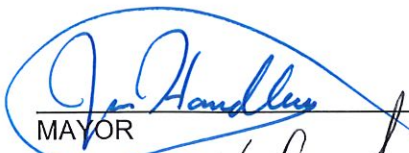
- (a) Members and Employees must secure appropriate pre-travel approvals from Council or their Management Supervisor and follow all required processes with regard to purchasing including securing a purchase order if required.
- (b) Following the approved travel, a Member or Employee shall submit an Expense Claim containing the Mileage and Meal allowance Per Diem amounts, as well as any out of pocket Accommodation costs that may have been incurred. Expense Claim must be signed by the Mayor or Management Supervisor and will be submitted to the Accounts Payable Department for payment within 30 days of the date of travel.




- (c) Receipts and/or bills, folios are required for Accommodations, tuition, course fees, conference fees, fuel purchased without a Fuel Card and all other costs associated with attending the event with the exception of Meals and Mileage (which are a Per Diem and Mileage allowance.) These receipts must be first submitted to the Management Supervisor for approval and coding, following which, the Manager will provide to Accounts Payable for reimbursement.
- (d) All claims shall be audited for compliance with this policy by the Corporate Services Manager prior to payment.
- (e) All claims shall be submitted within the month for which the claim was incurred. Claims submitted in the last week of the month for which they were incurred may be paid at the beginning of the following month, upon discretion of the Corporate Services Manager.

7. Restrictions

- (a) The intent of this policy is to compensate Members and Employees for expenses that were actually incurred. Employees that submit for compensation that was not incurred may be subject to income taxation and potentially, discipline.
- (b) When personal and business travel are combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses for a spouse, partner or other guests will not be reimbursed.
- (c) The Municipality will not reimburse Members or Employees for personal items lost while travelling on Municipal Business.
- (d) Employees or Members that are provided a vehicle allowance are not entitled to mileage reimbursement.
- (e) Liquor is not an allowable expense that can be claimed.
- (f) Municipal credit cards will not be utilized for purchase of gift cards, unless previously approved, in writing, by the CAO. This written approval will be attached to the credit card reconciliation form.

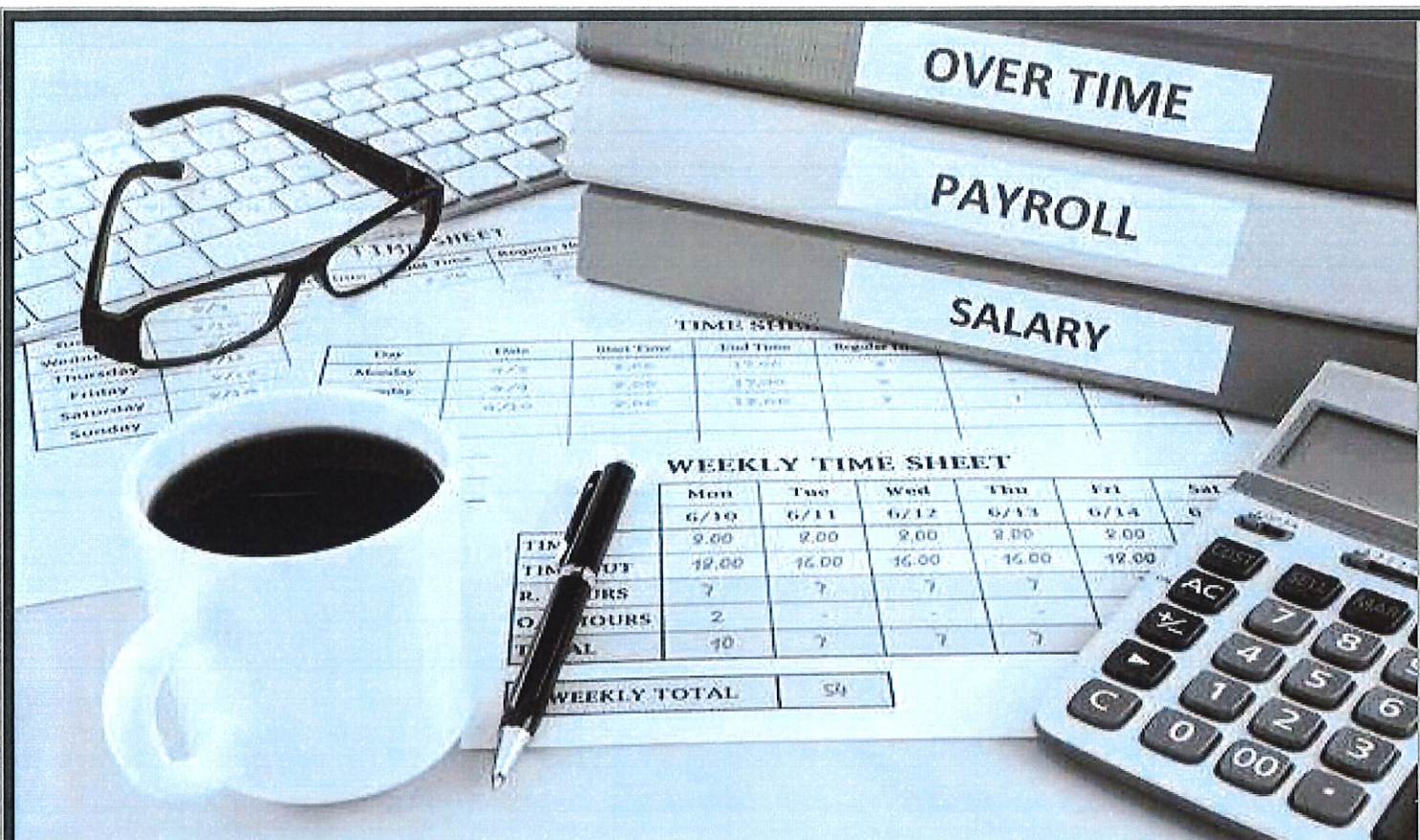

MAYOR


CHIEF ADMINISTRATIVE OFFICER

Feb 6, 2023
Date

Feb 6, 2023
Date





2022 WAGE & COMPENSATION SURVEY

Prepared by:

 **Alberta
Municipalities**
Strength
In Members

 **ystation**



Introduction

The Alberta Municipal Services Corporation (AMSC) is committed to providing comprehensive Human Resources support and services for its municipal members.

The 2022 AMSC Wage & Compensation Survey was created in order to:

- Evaluate and compare current compensation rates for key positions
- Better understand the labour market specific to municipalities
- Assess each municipality's current standing and future direction

The 2022 Wage & Compensation Survey was conducted by Y Station from July 7 to August 19, 2022. A total of 138 municipalities in Alberta participated in the survey.

If you have any comments, questions, concerns, etc., please contact Dayna Tumbach, Associate with Y Station at dayna.tumbach@ystation.ca.

Survey Overview

The 2022 Wage & Compensation Survey consisted of 61 questions in 7 key topic areas:

Part 1 includes the following topics:

- Municipal Profile
- Union Membership
- Change in Salary
- Council Remuneration
- Council Benefits
- Staff Hours & Benefits

Part 2 includes:

- Staff Salaries & Wages

For comparability, all annual salaries have been calculated using the reported hourly wage, assuming 52 weeks per year, 37.5 hours per week. To calculate the hourly rate, divide the salary by 52 weeks, then again by 37.5.

Due to the sensitive nature of the questions in this report, all information provided will continue to be held in the strictest confidence, and will only be reported in aggregate form such that responses cannot be traced back to any one particular municipality or individual. To maintain the confidentiality of participating municipalities, data for any question with a response rate of less than 5 municipalities (i.e., $n < 5$) has been suppressed and is not included in the reports.



Comparator Municipalities

This customized report for the 2022 AMSC Wage & Compensation includes aggregated data from the following municipalities (n=138):

<i>Birch Hills County</i>	<i>Summer Village of Ross Haven</i>
<i>Camrose County</i>	<i>Summer Village of Sunbreaker Cove</i>
<i>Cardston County</i>	<i>Thorhild County</i>
<i>City of Beaumont</i>	<i>Town of Banff</i>
<i>City of Brooks</i>	<i>Town of Barrhead</i>
<i>City of Cold Lake</i>	<i>Town of Bashaw</i>
<i>City of Lloydminster</i>	<i>Town of Bassano</i>
<i>City of Spruce Grove</i>	<i>Town of Black Diamond</i>
<i>County of Barrhead</i>	<i>Town of Bow Island</i>
<i>County of Forty Mile</i>	<i>Town of Bruderheim</i>
<i>County of Minburn</i>	<i>Town of Calmar</i>
<i>County of Paintearth</i>	<i>Town of Claresholm</i>
<i>County of St. Paul</i>	<i>Town of Coalhurst</i>
<i>County Of Stettler</i>	<i>Town of Didsbury</i>
<i>County of Vermilion River</i>	<i>Town of Drumheller</i>
<i>County of Wetaskiwin</i>	<i>Town of Edson</i>
<i>Flagstaff County</i>	<i>Town of Fairview</i>
<i>Foothills County</i>	<i>Town of Falher</i>
<i>Lac La Biche County</i>	<i>Town of Grimshaw</i>
<i>Lamont County</i>	<i>Town of Hanna</i>
<i>Municipal District of Bonnyville</i>	<i>Town of High Level</i>
<i>Municipal District of Lesser Slave River</i>	<i>Town of High Prairie</i>
<i>Municipal District of Peace</i>	<i>Town of Hinton</i>
<i>Municipal District of Pincher Creek</i>	<i>Town of Innisfail</i>
<i>Municipal District of Spirit River</i>	<i>Town of Irricana</i>
<i>Municipal District of Taber</i>	<i>Town of Lamont</i>
<i>Municipal District of Wainwright</i>	<i>Town of Legal</i>
<i>Northern Sunrise County</i>	<i>Town of Manning</i>
<i>Red Deer County</i>	<i>Town of Mayerthorpe</i>
<i>Regional Municipality of Wood Buffalo</i>	<i>Town of McLennan</i>
<i>Special Areas Board</i>	<i>Town of Milk River</i>
<i>Specialized Municipality of Crowsnest Pass</i>	<i>Town of Millet</i>
<i>Specialized Municipality of Strathcona County</i>	<i>Town of Morinville</i>
<i>Summer Village of Birchcliff</i>	<i>Town of Nanton</i>
<i>Summer Village of Bonnyville Beach</i>	<i>Town of Nobleford</i>
<i>Summer Village of Half Moon Bay</i>	<i>Town of Okotoks</i>
<i>Summer Village of Itaska Beach</i>	<i>Town of Olds</i>
<i>Summer Village of Jarvis Bay</i>	<i>Town of Picture Butte</i>
<i>Summer Village of Norglenwold</i>	<i>Town of Pincher Creek</i>



Town of Ponoka
Town of Rainbow Lake
Town of Raymond
Town of Redcliff
Town of Redwater
Town of Sedgewick
Town of Sexsmith
Town of Spirit River
Town of Staveland
Town of Stettler
Town of Strathmore
Town of Sundre
Town of Three Hills
Town of Turner Valley
Town of Two Hills
Town of Vauxhall
Town of Vegreville
Town of Vermilion
Town of Viking
Town of Vulcan
Town of Wainwright
Town of Wembley
Town of Westlock
Town of Whitecourt
Village of Acme
Village of Alliance
Village of Andrew
Village of Barnwell
Village of Barons
Village of Berwyn
Village of Big Valley
Village of Boyle
Village of Champion
Village of Chauvin
Village of Consort
Village of Czar
Village of Delburne
Village of Donnelly
Village of Edberg
Village of Edgerton
Village of Glendon
Village of Hay Lakes
Village of Hill Spring
Village of Hines Creek

Village of Holden
Village of Irma
Village of Kitscoty
Village of Linden
Village of Lougheed
Village of Nampa
Village of Paradise Valley
Village of Rockyford
Village of Rycroft
Village of Warburg
Village of Warner
Vulcan County
Westlock County
Wheatland County
Woodlands County
Yellowhead County



Municipalities - All

Part 1

