

## REGION OF QUEENS MUNICIPALITY

### **Operational Policy No. 14 TRAVEL EXPENSES**

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#### **General Statement of Policy**

It shall be the policy of the Region of Queens Municipality to reimburse employees for travel, meals and accommodation expenses for business related endeavours.

#### **Policy Directions**

It shall be the policy of the Region of Queens that employees traveling on Region business, which has been properly authorized by the Supervisor or Chief Administrative Officer, are to be reimbursed as follows:

1. Accommodation Expenses: Reimbursement for hotel/motel expenses will be made for reasonable costs and upon presentation of receipt or voucher supporting the expense.
2. Meals: Reimbursement for meals will only be made for reasonable costs and upon presentation of a receipt or voucher supporting the expense.
3. Personal Vehicle Expense: All employees who use their own vehicle in carrying out their duties and responsibilities shall receive a travel allowance of forty cents (.40) per kilometer. Where more than one person is to attend the same event, it is desirable that a travel pool be established to minimize expenses.
4. Taxi Travel: Actual cost of taxi fare with accompanied explanation.
5. Public Transportation/Air Fare: Actual Cost for economy class (receipt required).

6. Miscellaneous Expenses: Any employee who has incurred an expense that is not of a personal nature while carrying out his/her duties may submit this expense, accompanied by a valid receipt or voucher, for consideration.
  
7. Cash Advances: Cash advances may be provided toward overnight trips if approved by the Director or Chief Administrative Officer, as applicable.

All employee expenses to be submitted for reimbursement must be listed on an Employee Expense Claim Report (see attached form) and all receipts or vouchers supporting the claim shall be attached to the report. Expenses that are not supported by a receipt will not be paid.

All cash advances must be applied for on the Cash Advance Request Form (see attached form). All invoices and vouchers for the advance must be submitted within five (5) working days after the completion of business on an Employee Expense Claim Report.



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**CASH ADVANCE FORM**

I, \_\_\_\_\_, request \$ \_\_\_\_\_ for the purpose of \_\_\_\_\_. The date that I require the funds by is \_\_\_\_\_. I understand that upon the completion of my municipal business, I must return all unexpended monies to the Region, along with any invoices and vouchers for monies that I have expended from the advance. I understand that I must submit this information to my appropriate Department Head within five (5) working days after the completion of my municipal business.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO/Director's Approval

\_\_\_\_\_  
Date