



CORPORATE POLICY AND PROCEDURES MANUAL

Policy No:

116

HR

031

Policy Name:

COUNCIL EXPENSE POLICY

DEVELOPED BY: **Council Expense Policy Task Force**
DEPARTMENT:

DATE: **May 3, 2005**

ADOPTED BY: **Council**

DATE: **May 24, 2005**

RESOLUTION NUMBER: **CHR2005-101, CR2005-565**

EFFECTIVE: **May 24, 2005**

CROSS-REFERENCE: **Conferences, Conventions... 003 HR 002**
Mileage Reimbursement ... 016 HR 015
Purchasing Policy ... 001 CS 001

REVISIONS: **9/9/2014**
CR2014-839

POLICY STATEMENT AND RATIONALE:

The Corporation of the City of Kawartha Lakes recognizes that City Councillors will incur reasonable expenses when conducting the business of the City. It is deemed appropriate that a policy establishing allowable expenses and the process for claiming for reimbursement be established. Exceptions in any category must be approved by the Mayor.

SCOPE:

All Members of Council of the City of Kawartha Lakes.

Responsibility for enforcement of and adherence to this policy is detailed in the sections below.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Approved Expenses

- 1.01 Members of City Council will be reimbursed for reasonable expenses incurred while attending functions or meetings on behalf of the City or in the conduct of City business.

Where a member of Council serves as a representative on an outside agency or organization, such member will be reimbursed for relevant expenses incurred but not covered by the external agency.

1.02 Out of Province travel must be pre-approved by the Mayor for members of Council.

1.03 The following identifies allowable and non-allowable expenses and procedures:

EXPENSES	
Hotels	<ul style="list-style-type: none"> Where possible, all accommodations are to be booked at the "government rate". <p>Allowable Expenses: (supported by detailed original hotel invoice):</p> <ul style="list-style-type: none"> accommodation required telephone calls, faxes, internet parking tips and gratuities (maximum 15%) <p>Non-Allowable Expenses:</p> <ul style="list-style-type: none"> entertainment movies alcohol any bar charges incidental charges to access hotel facilities
Travel Costs: Train / Bus	<ul style="list-style-type: none"> Claim supported by train or bus ticket receipt.
Travel Costs: Auto	<ul style="list-style-type: none"> Where feasible, members of Council are required to car pool. In the event that more than one person is traveling in a single vehicle, only the person incurring the expense may claim for reimbursement (refer to Mileage Reimbursement Policy).
Travel Costs: Airfare	<ul style="list-style-type: none"> Claim supported by airline ticket receipt and/or travel agency invoice. Payment for economy air fare only.
Taxis, City Transit, Airport Limo	<ul style="list-style-type: none"> Original receipts required describing reason for business. Plus tips and gratuities (maximum 15%)
Parking	<ul style="list-style-type: none"> Original receipts required describing reason for business
Meals	<ul style="list-style-type: none"> Where meals are not included in the program attended, the daily maximum rate shall be \$80.00, including spouse's meals and tips and/or gratuities. Original receipts required. These amounts will be reviewed on an annual basis by the Finance Department. Guest meals for business/promotion purposes may be permitted at the Mayor's discretion. Receipts must be submitted, however, the Mayor may choose, after discussions with the respective Councillors, not to approve same. Alcohol will not be covered, except at the discretion of the Mayor or CAO.
Conference	<ul style="list-style-type: none"> Expense claim supported by fully completed documentation (see Policy 003 HR 002, Conferences, Conventions, Seminars).
Other Expenses	<ul style="list-style-type: none"> Original receipts required describing reason for purchase. Purchasing Policy 001 CS 001 shall apply.
Other Expenses	<p>It is acknowledged that Council members may incur specific expenses associated with their duties and responsibilities as a member of Council. The following expenses shall be considered eligible up to the maximum limit amount set by Council, however, the Mayor may challenge a member's expenses should he/she deem them to be excessive:</p> <ul style="list-style-type: none"> Office supplies (ie. Paper, nominal computer supplies, postage, business cards) Photocopies and/or printing of newsletters, hand-out materials for constituents

	<ul style="list-style-type: none"> • Publications, reference materials, etc. • Town Hall Meeting expenses (ie. Coffee/refreshments, advertisements, etc.) <p>The limit for the following expenses shall be established annually through the City's Annual Operating Budget:</p> <ul style="list-style-type: none"> • Training & Development, special memberships • Meals, hotels and all other expenses referenced within this policy, including Spouse/Companion costs <p>Expenses such as voice/data connections, eligible long distance phone calls, and mileage will be budgeted for by the Clerk's office and handled through separate policies (ie. Council's Remuneration By-Law, mileage policies, council computer policy).</p>
--	---

PROCEDURES	
Authorization for Reimbursement	<ul style="list-style-type: none"> • Expense forms are to be signed by the member of Council and submitted to the Mayor for review and authorization. • The Mayor shall authorize all expenditures for each Member of Council; the Acting Head of Council shall review all expenditures paid either to or on behalf of the Mayor.
Reimbursement Forms	<ul style="list-style-type: none"> • All reimbursable expenses must be submitted on the approved Mileage/Expense Report as provided and may include electronic submission.
Purchase Card Reconciliation	<ul style="list-style-type: none"> • If issued, City Purchase Cards are the preferred method of payment for approved expenses. • If a Purchase Card is used for allowable expenses, a Purchase Card Reconciliation form, as provided, must be completed, approved and submitted to the Finance Department.
Support for Reimbursement	<ul style="list-style-type: none"> • Claims for reimbursement must be fully supported by original paid invoices or receipts and specific information relating to the expense. • Photocopies or credit/debit card receipts are <u>not</u> acceptable.
Enforcement of Policy	<ul style="list-style-type: none"> • The Mayor is responsible for ensuring claims for reimbursement conform to this expense policy and are budgeted within the City's annual operating budget. • Finance will ensure conformity to policy and will return non-conforming claims to the Mayor for follow-up. • In the event there is a disagreement, the Audit Committee will resolve the interpretation of the policy.
General	<ul style="list-style-type: none"> • This policy shall not authorize any expenditure not covered in the current budget.