

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:
Expense Claim	Monthly Submission of Attendance/Expenses
POLICY SECTION:	POLICY NO:
E	2
EFFECTIVE DATE:	ENACTED BY:

COUNCIL/COMMITTEE ATTENDANCE REPORT

Councillors shall submit attendance reports at the end of each month to the Clerk to be included on the first council meeting agenda of each month or as practicable.

Committee members shall submit their attendance reports/claims after each meeting attended.

TRAVEL EXPENSES

The following regulations cover authorized travel expenses for council/committee members and employees. Council members must obtain approval from Council for reimbursement.

Transportation: (Receipts to be attached)

- Municipally-owned vehicle – fuel and parking charges
- Personally-owned vehicle – return mileage rate per kilometre and parking charges
- Cabs, transit and other forms of transportation for municipal business purposes – ticket charges

Accommodation: (Receipts to be attached)

- Hotel expenses for actual cost of room

Allowance for Meals: (Receipts to be attached)

- Actual expenses incurred will be reimbursed upon submission of receipts

Other Special Disbursements: (Receipts to be attached)

- Convention, etc. registration fees if not prepared by the Township
- Telephone charges for municipal business purposes only (Name, location and purpose to be stated)

Accounting for Advances:

Funds advanced for travelling expenses shall be accounted for by completion of approved forms. If funds advanced are in excess of the total accounted for, the balance of the money is to be refunded to the Treasurer. If expenditures accounted for are more than the advance received, a cheque for the balance will be paid by the Treasurer.

PROCEDURES

1. For unscheduled travel and expenses prior to the annual budget, a request shall be made at an open council meeting and a motion made to incur the cost of an individual's attendance and honorarium where appropriate and travel on behalf of the Township of the North Shore prior to the expected date of travel.
2. For all expenses incurred, the individual shall submit a fully completed Township of the North Shore expense claim form to receive reimbursement for travel and/or expenses. Receipts shall be attached to the expense claim for all items with the exception of mileage.

Receipts:

Original receipts (detailed hotel bills, meals etc.) are required to support a claim. In the case of municipally-owned vehicles, credit card receipts for gasoline are acceptable. In the case of air, bus or train travel, the passenger copy of the ticket is required. For type of receipt, please see specific headings i.e. accommodation, as follows:

1. Transportation
 - Where a private vehicle is used, reimbursement will be at a rate set by council's annual budget. This amount includes all vehicle costs such as gas, maintenance and insurance.
 - Travel distances will be based on the Township of the North Shore Mileage Chart (attached) as amended or an approved distance table.
 - Claims for bus, taxi, train and plane charges will be reimbursed. Receipts are required.
2. Accommodation
 - Original receipts must be attached to the expense claim form. Shared accommodations are encouraged when feasible.
3. Meals
 - Meals claimed must be delineated on the expense form and an original receipt must be attached to the expense claim.

CODES

Reg.	Scheduled council/committee meeting
Sp.	Unscheduled council/committee meeting
6+	Council/Committee meeting lasting more than 6 hours
KM	Claim is for kilometres only
S/C	Seminar: a formal presentation by one or more experts in which attendees are encouraged to discuss the subject matter. Not a council/committee meeting. Course: a meeting comprised of lessons, lectures, etc. designed to educate. Not a council/committee meeting.
CF	Conference: a prearranged meeting for consultation or exchange of information or discussion (especially one with a formal agenda). Not a council/committee meeting. Convention: a formal meeting of members, representatives, or delegates, as an association or industry. Not a council/committee meeting.

