

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Finance
Policy Number	AF-3301-03
Policy Title	STAFF EXPENSES

**STATEMENT OF POLICY**

Staff may incur expenses within approved budget limits while representing the District, engaging in District business, and when attending meetings, conferences, seminars and training. Staff are expected to exercise due care and retain substantiating documentation for all such expenses, and shall be reimbursed in a timely manner.

**RESPONSIBILITY AND TRAINING**

Staff are responsible for adherence to and implementation of this policy. Training staff about the policy is the responsibility of the Fire Chief.

**BUDGET**

It is the responsibility of the Fire Chief to plan for and include provision for attendance at conferences, seminars, and training opportunities when sending an annual budget request to the Finance Committee for review. Advance authorization must be sought from the Fire Chief for all events and travel expenses.

**FREQUENCY OF CONFERENCE ATTENDANCE**

Generally staff may attend no more than one conference in a calendar year. Exceptions must be approved by the Board of Trustees.

**REGISTRATION AND COURSE FEES**

Event fees, including taxes, shall be paid by the District.

**TRANSPORTATION**

Travellers should choose their own means of transportation with costs that are reasonable in relation to the distance travelled. Where staff use their own vehicle to travel, reimbursement will be at the Canada Revenue Agency standard mileage rate plus tolls, parking and ferry charges. When more than one employee travels to an event by vehicle, the ride should be shared whenever practical. When using air transportation,

costs will be allowed for economy seating. Upgrades, such as excess baggage fees or better seating, are at the individual's discretion and will not be paid by the District.

### **ACCOMMODATION**

Accommodation should be booked within a reasonable distance of the business function, conference, or course, at the best rate obtainable. The District will reimburse for single room hotel accommodations as receipted. Where staff elect to arrange for private accommodation, e.g. with friends or relatives, the District will reimburse \$50 per night without receipts required.

### **MEALS AND INCIDENTAL EXPENSES (PER DIEMS)**

The cost of staff meals and other incidental expenses incurred en route and at the site of an event will be paid by the District. Where a meal is provided without charge or covered by an event fee, no claim for the meal can be made. Payment will be to a maximum of the prevailing Group II rate set the Treasury Board of the Province of British Columbia for Breakfast, Lunch, and/or Dinner, against actual receipts submitted with a cheque requisition or credit card statement. Staff entitled for reimbursement for an entire day (3 meals on one calendar day) may submit one claim for value of all actual receipts and will be reimbursed to a maximum amount of \$76.00 per day. Where payment by District credit card exceeds the maximum per diem, the employee shall reimburse the District promptly or have the excess deducted from wages.

### **SPOUSE/PARTNER EXPENSES**

Expenses for an employee's spouse or family members will not be paid by the District, except in cases of relocation to begin employment with SSIFPD.

### **PAYMENT BY CHEQUE REQUISITION**

Staff may request reimbursement for travel expenses by Cheque Requisition after attending an event and attaching receipts as required.

### **PAYMENT BY DISTRICT CREDIT CARD**

Staff who have been issued a credit card on the District's account may use the card for any expense authorized by this policy. Staff are responsible for record keeping, including keeping individual receipts for attachment to credit card statements. Each receipt must be coded by the employee to an appropriate account before approval.

### **REVIEW AND APPROVAL OF EXPENSES**

Generally staff expenses shall be reviewed and authorized by signature of the Fire Chief. In the Fire Chief's absence, expenses shall be reviewed and authorized by the Deputy

Chief. Expenses of the Management Team, including the Fire Chief, the Deputy Chief, and the CAO, shall be reviewed and approved by the chair of the Finance Committee.

**EMPLOYER'S DISCRETION**

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

**CROSS REFERENCES**

Operational Guideline 1.03.08 - Travel Expense Rate (Per diem)

Effective April 1, 2018									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
I	50.00	N/A	12.00	14.00	24.00	26.00	38.00	36.00	N/A
II	49.00	N/A	22.00	22.00	28.50	30.00	36.50	36.50	14.00
III	51.50	25.75	22.75	22.75	30.50	33.25	41.00	41.00	12.25

**APPROVALS**

Approval date:	21Sep 2015	Approved by:	Board of Trustees
1. Amendment date:	26 Oct 2015	Approved by:	Board of Trustees
2. Amendment date:	28 May 2018	Approved by:	Board of Trustees
3. Amendment date:			