Salt Spring Island Fire Protection District

Staff Expenses Policy

POLICY ADMINISTRATION

Policy Number	AF-3301-04
Policy Category	Finance
Approved By	Board of Trustees
Approval Date	June 15, 2026
Supersedes	AF-3301-01, AF-3301-02, AF-3301-03

PURPOSE

To establish clear guidelines for the reimbursement and management of staff expenses incurred while conducting District business, ensuring accountability, consistency, and use of District funds.

SCOPE

This policy applies to all District staff including Trustees who incur expenses while representing the District, attending meetings, conferences, seminars, training, or otherwise conducting authorized District business.

DEFINITIONS

“District” means the Salt Spring Island Fire Protection District.

“District Credit Card” means a credit card issued by the District to authorized staff for approved expenditures.

"Staff" for purposes of this policy means casual, part-time and regular employees including paid-on- call members and volunteers acting on behalf of the District.

"Per Diem" means a daily maximum reimbursement amount for meals and incidental expenses.

"Reasonable Expenses" means costs that are necessary, appropriate, and reflect sound judgment in the circumstances.

POLICY STATEMENT

Staff may incur reasonable expenses within approved budget limits while representing the District, conducting District business, or attending meetings, conferences, seminars, and training. All expenses must be supported by appropriate documentation.

Responsibility And Training

Staff are responsible for complying with and implementing this policy. The Fire Chief is responsible for ensuring staff are informed and trained on its requirements.

Budget

The Fire Chief is responsible for including anticipated expenses for conferences, seminars, and training in the annual budget submission to the Finance Committee. All travel and event-related expenses must receive prior approval from the Fire Chief.

Frequency of Conference Attendance

Staff may attend no more than one conference per calendar year unless otherwise approved by the Board of Trustees.

Registration and Course Fees

Registration and course fees, including applicable taxes, will be paid by the District.

Transportation

Staff shall select transportation options that are reasonable and cost-effective relative to the distance travelled. Use of a personal vehicle will be reimbursed at the prevailing Canada Revenue Agency mileage rate, plus tolls, parking, and ferry charges. Staff travelling to the same event are expected to share transportation where practical. Air travel will be reimbursed at economy class rates only. Any upgrades (including preferred seating or excess baggage fees) are at the individual's expense.

Accommodation

Accommodation must be reasonably located in relation to the business activity and booked at the best available rate. The District will reimburse the cost of a standard single-occupancy room with receipts. Where private accommodation is used (e.g., staying with friends or relatives), a flat rate of $50 per night will be reimbursed without receipts.

Meals and Incidental Expenses (Per Diems)

The District will reimburse reasonable meal and incidental expenses incurred during travel. Claims must be supported by receipts. No reimbursement will be provided for meals included in event fees or otherwise provided at no cost. Reimbursement is limited to the lesser of actual costs incurred or $110.00 per day. The daily maximum applies to the total of all meals in a single calendar day. Where District credit card charges exceed the allowable daily maximum, the employee must promptly reimburse the excess or authorize payroll deduction.

Spouse/Partner Expenses

Expenses for spouses, partners, or family members will not be reimbursed, except in cases of relocation related to employment with the District.

Payment By Cheque Requisition

Staff may request reimbursement by submitting a cheque requisition with all required receipts following the event.

Payment By District Credit Card

Authorized staff may use a District-issued credit card for expenses permitted under this policy. All receipts must be retained and submitted with the credit card statement. Each expense must be coded to the appropriate account prior to approval.

Review and Approval of Expenses

Staff expenses must be reviewed and approved by the Fire Chief. In the Fire Chief's absence, approval may be provided by the Deputy Chief. Expenses submitted by the Management Team (Fire Chief, Deputy Chief, and CAO) must be reviewed and approved by the Chair of the Finance Committee.

EMPLOYER'S DISCRETION

The Board of Trustees reserves the right to amend this policy at any time.

AUTHORITY

The Board of Trustees has authority over this policy. Administration and implementation are delegated to the Fire Chief.

COMPLIANCE AND ENFORCEMENT

All staff must comply with this policy. Expenses require appropriate approval. Non-compliance may result in denial of reimbursement.

RECORDS MANAGEMENT

All expense claims and documentation must be retained in accordance with District requirements.

REFERENCES AND RELATED DOCUMENTS

Salt Spring Island Fire Rescue Operational Guideline 1.03.08 - Travel Expense Rate (Per Diem)

REVIEW AND REVISION

This policy will be reviewed periodically and may be amended by the Board of Trustees.

REVISION HISTORY

Version	Date	Approved By
AF-3301-01	Sept. 21, 2015	Board of Trustees
AF-3301-02	Oct. 26, 2015	Board of Trustees
AF-3301-03	May 28, 2018	Board of Trustees