

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	3 - Finance
Policy Number	3.60
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 III rate set by the Treasury Board of the Province of British Columbia, against actual receipts submitted with a cheque requisition or credit card statement. 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)

Treasury Board reference rates as of 26 October 2015

(from http://www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf)

Full Day	Half Day	Breakfast only	Lunch only	Dinner only	B&L	L&D	B&D	Incidentals only
\$51.50	\$25.75	\$22.75	\$22.75	\$30.50	\$33.25	\$41.00	\$41.00	\$12.25

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3.60 Staff Expenses (26 October 2015)