



# CITY OF WEST KELOWNA

## COUNCIL POLICY MANUAL

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Approval Date: 2018-AUG-28

**SUBJECT: PER DIEM, TRAVEL & MILEAGE ALLOWANCES**

Subject to provisions in the budget:

1. Same day and overnight travel out-of-town for Staff requires the prior approval of the Division General Manager.
2. Out of Province travel requires the prior approval of the Chief Administrative Officer.
3. All claims for travel expense reimbursement must be approved by the Division General Manager. General Manager expense reimbursements must be approved by the Chief Administrative Officer, and the Chief Administrative Officer travel expenses must be approved by the Chief Financial Officer.
4. All claims for expenses and advances must be signed by the employee.
5. Allowable expenses:

Per Diem for meals (in U.S. funds where applicable):

Zone	Breakfast	Lunch	Dinner
1	\$21.00	\$32.00	\$43.00
2	\$21.00	\$32.00	\$54.00
3	\$16.00	\$26.00	\$38.00
4	\$16.00	\$21.00	\$33.00

Zone 1 - Vancouver Island

Zone 2 - Lower Mainland including Whistler, and out of Province

Zone 3 - Okanagan & Thompson Valleys

Zone 4 - All other BC areas

The per diem is intended to cover incidentals where receipts are not typically received (e.g. newspapers, tips, etc.).

The per diem rate must be reduced when a meal is provided at the function attended. Receipts are not required for meal claims in the amount or less than the per diem allowances; where actual costs exceed the per diem rate, approval

for reimbursement must be obtained from the Division General Manager based on receipts provided for expenditures.

Travel Reimbursement While Using a Personal Vehicle:

Mileage is set at .50 cents per kilometer with the base price of fuel at \$1.00 per litre. With every .05 cent increase in the cost of fuel, the base price increases by .01 cent. The rate of fuel will be reviewed monthly and travel within that month will be reimbursed according to that rate.

Travel by Airline:

Reimbursement is limited to the equivalent of economy airfare plus related ground transportation. Airline flight costs will be billed directly to the City and included on the travel expense claim form as a City paid expense.

Hotel Reservations:

All hotel reservations will be made by the staff person responsible to ensure that government rates are obtained.

An employee may stay at private accommodations and may claim an allowance of \$40.00 per night, without receipts, in addition to the per diem rates for meals.

Where a spouse accompanies an employee on a trip, only the single rate will apply within the claim for allowable expenses.

Expenses not allowed: Hotel charges for personal phone calls, movie rental and bar service will not be considered for reimbursement.

Previous Revision/s: This policy supercedes the Per Diem Policy dated 2008-AUG-26 This policy supercedes the Per Diem Policy dated 2014-AUG-26
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