

Policy Title:	Travel Expense Policy	Policy Number:	134-11
Date of Adoption:	May 9, 2022	Motion Number:	194-2022
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1. Purpose:

- 1.1. To guide Members of Council and Administration when incurring Travel Expenses, and their entitlement to Per Diem Reimbursements.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Accommodations	A room or rooms rented out to a Member of Council or Administration that shall include but not be limited to hotels, motels, cabins, campgrounds, or home shares/rentals. Accommodations shall not apply to a private residence.
Incidental Per Diem	An expense allowance that covers miscellaneous expenses incurred when travelling a minimum of eight (8) consecutive hours.
Fleet	City owned vehicles, excluding Lloydminster RCMP and Lloydminster Fire Department equipment.
Travel Expense	An authorized expense incurred when a member of Council or Administration is required to leave the corporate boundaries of Lloydminster for the purposes of Professional Development or City business. This shall not include the provision of municipal services beyond corporate boundaries.
Meal Per Diem	A Reimbursement that covers expenses associated with subsistence.
Member of Council	An individual elected pursuant to the <i>Local Government Election Act, 2015 (Saskatchewan)</i> as a Member of Council.
Mileage Per Diem	A Reimbursement that covers expenses associated with the use of a personal vehicle.
Purchasing Card (PCard)	A city issued Purchasing Card.

Professional Development	Learning and development opportunities and activities to extend and broaden the scope of professional capabilities of Members of Council or Administration in relation to their role and responsibilities.
Supervisor	The person who directly oversees a Member of Council or Administration.
Receipt	Detailed itemized listing of individual products and services purchased, which must include the product description, unit price, subtotal, taxes and extended total.
Reimbursement	A payment made by the City to a Member of Council or Administration who has incurred an out-of-pocket expense related to a legitimate Business Expense.

3. Scope:

- 3.1. This Policy applies to all Members of Council and Administration when incurring Travel Expenses.

4. Purpose and Principles

- 4.1. Members of Council and Administration are expected to adhere to the following principles when incurring Travel Expenses:
 - 4.1.1. public funds are to be used prudently and responsibly with a focus on accountability and transparency;
 - 4.1.2. Travel Expenses must support the City's business objectives and Council's strategic plan;
 - 4.1.3. Travel Expenses must be demonstrated to be necessary and economical;
 - 4.1.4. all Travel Expenses incurred should be:
 - a. able to withstand the scrutiny of internal and external audits, as well as members of the public;
 - b. properly explained and documented;
 - c. reasonable; and
 - d. appropriate.

5. Supporting Documentation

- 5.1. Travel Expenses are required to be supported by Receipts.
 - 5.1.1. A description of the transaction must be provided when a Receipt does not provide an adequate description of the transaction.
 - 5.1.2. If a Receipt cannot be provided, an attempt to obtain a duplicate Receipt from the merchant must be made. If a Receipt cannot be provided by the merchant, a missing receipt declaration must be

completed to validate the expense and be approved by the direct Supervisor.

- 5.2. In addition to 5.1, proof of travel documentation is required for Travel Expenses such as the conference agenda, meeting invite, or travel itinerary.

- 5.2.1. If proof of travel documentation is not available, a written explanation of the reason for the travel must be provided.

- 5.3. All Travel Expenses must be explained and documented, having regard to the principles set out in Section 4.

6. Payment Method

- 6.1. The use of personal funds to pay for Travel Expenses should be avoided whenever possible (excluding Per Diems) and used only when no other reasonable option is available.

- 6.2. A Purchasing Card is the required method of payment for Travel Expenses.

- 6.3. Notwithstanding 6.2, a Purchasing Card should not be used to purchase expenses covered under a Per Diem allowance.

- 6.4. Supervisors may use their Purchasing Card to pay for Travel Expenses on behalf of their direct reports.

- 6.5. Administrative support may use their Purchasing Card to pay for Travel Expenses in consultation with a Member of Council and/or Administration.

- 6.5.1. To ensure proper oversight, if administrative support use their Purchasing Card to pay for their Supervisor's Travel Expenses, the Purchasing Card transaction must be approved by a Supervisor at a higher level. This prevents a Supervisor from approving their own Travel Expenses.

7. Reimbursement Approvals

- 7.1. All claims for Reimbursement shall be submitted to the direct Supervisor.

- 7.2. If the direct Supervisor is a beneficiary of the Travel Expense, then the claim for Reimbursement shall be submitted to a direct Supervisor at least one level higher.

- 7.3. Supervisors are accountable for their decisions when approving, which must be:

- 7.3.1. subject to good judgment and informed knowledge of the situation;

- 7.3.2. exercised in appropriate circumstances; and
- 7.3.3. compliant with the principles and requirements set out in this Policy.
- 7.4. Supervisors must document their rationale for approval decisions for each claim where they have exercised discretion.
- 7.5. Per Diems may be paid in advance, if approved by the Supervisor.
- 7.6. Per Diems will be paid in Canadian dollars equivalent to the currency of the country where the expenditures occurred based on the Bank of Canada exchange rate at the date the expense occurred.
- 7.7. A claim for Reimbursement or allowance must be made within a reasonable time after the expense or occasion giving rise to the claim. However, in no event may Reimbursement or allowance be approved more than six (6) months after that time, unless approved by the City Manager or delegate.
- 7.8. Approved Reimbursements must be submitted to the Finance department, who will appropriately review and issue payment.
- 7.9. The Executive Manager, Corporate Services or delegate will monitor Reimbursements for compliance and may approve or deny a claim.

8. Travel Approval

- 8.1. Prior to travel occurring or travel arrangements being made for any purposes, members of Administration shall obtain approval from their direct Supervisor. Depending on the destination, additional approval may be required:

Destination	Approval Required
Alberta and Saskatchewan	Direct Supervisor
Out-of-province (in Canada, but not Alberta or Saskatchewan)	Executive Manager
Out of Canada	City Manager

- 8.2. Members of Council shall seek approval by a resolution of Council to Travel outside of Canada or for any travel that exceeds their approved budget.
- 8.3. The use of luxury accommodation or travel, such as hotel suites, luxury rental vehicles, or first-class airfares, will not be authorized without justification and prior written approval by the City Manager.

9. Departure & Return

- 9.1. If a Member of Council or Administration would need to leave before 7:00 a.m. to arrive at their destination on time, it is reasonable to travel the day before.
- 9.2. If returning home would require travelling past 7:00 p.m., it is reasonable to stay an extra night and travel the next day.
- 9.3. Notwithstanding 9.1 and 9.2, Members of Council or Administration may request alternate travel dates (more than one day before or after an event) if it results in overall cost savings (e.g., discounted fares or lower travel costs), or if travel options are not available or reasonable for the required times.
 - 9.3.1. These alternate arrangements must be approved in advance by the Supervisor on a case-by-case basis.

10. Travel by Vehicle

- 10.1. Members of Council and/or Administration using a private vehicle for travel shall track their mileage and shall receive a kilometer Mileage Per Diem Reimbursement.
- 10.2. The Mileage Per Diem rate will match the rate set by the Canada Revenue Agency as of January 1 annually. This rate covers all personal vehicle expenses, including but not limited to fuel, insurance, and maintenance.
- 10.3. Rental vehicles or Fleet Units may be utilized if the nature of Travel necessitates the use of a vehicle or when they are a more economical option. Vehicle size should be the most economical and practical considering distance and number of passengers.
- 10.4. When more than one Member of Council and/or Administration are attending the same event, all attendees must coordinate travel arrangements where practical and/or possible (such as carpooling).
- 10.5. Members of Council and/or Administration shall only operate a City owned or leased vehicle if they have the appropriate class of driver's license for the vehicle they are going to operate and are legally able to operate the vehicle and have completed Fleet training for the City.
- 10.6. Anyone receiving a vehicle allowance shall not be eligible for Reimbursement for any mileage or expenses related to the use of their private vehicle within City limits.

11. Travel by Air

- 11.1. For airfare, the lowest available fare for the most direct route should be chosen. The cost effectiveness of the route selected should consider the fare cost as well as the impact on the employee's schedule and other related costs. Regional air travel should be considered when applicable.
- 11.2. Airfare should be booked sufficiently in advance to obtain a lower rate, and employees should try to take advantage of seat sales and advanced booking fares.

12. Travel Meals

- 12.1. When travelling, the maximum Meal Per Diems that may be claimed, with the submission of detailed receipts, are as follows:

Meal	Amount
Breakfast	\$20
Lunch	\$25
Supper	\$45
Daily Maximum	\$90

- 12.2. If a member of Council and/or Administration does not submit detailed receipts with their claim, they are entitled to receive a flat rate of \$23/meal (based on the CRA's reasonable flat rate per meal, as updated from time to time).
- 12.3. For each trip, a member of Council and/or Administration shall be reimbursed based on one method, either claiming with receipts or the flat-rate amount without receipts.
- 12.4. A member of Council and/or Administrations entitlement to Meal Per Diem is based on the time of departure and time of return of their travel, as per Schedule A.
- 12.5. A Meal Per Diem cannot be claimed when a meal was provided.
- 12.6. Notwithstanding 12.3, a member of Council and/or Administration may claim the true meal expense in excess of the limits set out in 12.1, when extraordinary circumstances outside their control make the maximum Meal Per Diem amount inadequate to cover the cost incurred. The member of Council and/or Administration should be able to demonstrate that the Meal Per Diem rates were insufficient to reasonably cover the cost incurred. Receipts must be provided.

13. Travel Incidentals

- 13.1. When travelling for a minimum of 8 consecutive hours, a Member of Council and/or Administration may claim an Incidental Per Diem. This Per Diem is to cover minor travel-related costs not otherwise specified in this Policy at a rate of \$17.

14. Travel Accommodations

- 14.1. Overnight travel must be pre-approved by the direct Supervisor, having given regard to the principles set out in Section 4, and the departure and return guidelines set out in Section 9.
- 14.2. When booking accommodations, preference should be given to host or sister accommodations. When not available, accommodation should be selected based on practical location and reasonable cost.
- 14.3. Private residences in lieu of Accommodations may be used and shall be eligible for Reimbursement at a rate of \$50 per night.

15. Other Travel Expenses

- 15.1. Other Travel Expenses are legitimate when they are shown to be required, including but not limited to:
 - 15.1.1. parking, vehicles for hire, and public transportation expenses;
 - 15.1.2. excess baggage charges where extra equipment is required; and
 - 15.1.3. charges for electronic communication.
- 15.2. When travelling on City business or attending conferences, optional conference events and personal entertainment are not considered legitimate Travel Expenses, unless there is a significant educational, learning, or networking opportunity. Such exceptions shall be subject to Supervisor approval and the department's budget.
- 15.3. Expenses related to a spouse/partner attending a business trip, conference, or event shall not be considered a legitimate Travel Expense, unless:
 - 15.3.1. an exception has been pre-approved in writing by the City Manager; or
 - 15.3.2. an organized event explicitly extends an invitation in writing to include a spouse/partner. In this case, only the cost of the event ticket will be reimbursed.

16. Travel Reporting

- 16.1. Members of Council and Executive Managers shall complete a quarterly Travel Expense report detailing their travel for City business, to be posted to the City's website.

17. Personal Loyalty Rewards

- 17.1. Members of Council and/or Administration may collect points/credits for loyalty programs while travelling on City business. However, participation in these programs must not influence any travel decisions, which must be incurred with the principles of Section 4 observed.

18. Penalty

- 18.1. Any member of Administration found to be in violation of this Policy may be subjected to disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 18.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Council Code of Ethics Bylaw*" or provisions of the "*The Lloydminster Charter*".

19. Responsibility

- 19.1. City Council shall review and approve all policies.
- 19.2. Administration may administer this Policy through the use of a supporting procedure, as required.

Schedule A – Meal Per Diem Entitlement

Same Day Trips

		Return Time		
		12pm or Earlier	12pm - 6pm	After 6pm
Departure Time	Prior to 7am	Breakfast	Breakfast & Lunch	Breakfast, Lunch & Dinner
	7am - 12pm	NA	Lunch	Lunch & Dinner
	12pm - 6pm	NA	NA	Dinner
	After 6pm	NA	NA	NA

Overnight Travel - Day of Departure

Departure Time	Prior to 7am	Breakfast, Lunch & Dinner
	7am - 12pm	Lunch & Dinner
	12pm - 6pm	Dinner
	After 6pm	NA

Overnight Travel - Day of Return

Return Time	12pm or Earlier	Breakfast
	12pm - 6pm	Breakfast & Lunch
	After 6pm	Breakfast, Lunch & Dinner