

NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION
POLICY REGARDING TRAVELLING AND THE PAYMENT OF EXPENSES

Policy Number: A004

POLICY STATEMENT

Travel and expense claims shall only be paid for expenses relating to approved Association business.

Any portion of any expense described in this Policy which is paid for by a third party shall not be claimed for reimbursement from the Association.

Member municipalities are encouraged to consider assuming whatever costs they can for representatives attending meetings from their community and to find the most reasonable, economical options.

I. TRANSPORTATION

1. The mode of transportation shall be left to the discretion of the Member and the Member shall consider such things as time, distance, meeting location and costs.
2. Where two or more Members are travelling by car from the same community or District, "car pooling" is encouraged and should be utilized wherever practical.
3. When travelling by air, the Member is encouraged to take full advantage of the most economical fare and shall be by economy class.
4. Mileage rates when travelling by vehicle shall be \$.45 per kilometre. Extended travel by vehicle outside the region requires prior approval by the President.
5. When required, the Association will reimburse the cost of a rental vehicle (rental fee and fuel) upon submission of receipts.

II. ACCOMMODATION

1. Accommodation will be based on a "standard basis" and must be accompanied by appropriate receipts. Reimbursement will not be made for additional costs for suites, executive floors, or concierge levels where a standard room is available and suitable to required usage unless otherwise approved in advance by the Executive Committee.

2. When accommodation is available through Group or Conference Rates, that amount will be the maximum reimbursed should the member decide to stay at a different hotel at a higher cost.

III. MISCELLANEOUS EXPENSES

1. Miscellaneous expenses should be kept to a minimum and shall be supported by receipts. It may include the costs such as the following:
 - (a) telephone calls (one per day to home or business when outside of their municipality)
 - (b) taxi, bus or limousine expenses
 - (c) parking fees and airport improvement fees
 - (d) expenses incurred for dinner meetings on NOMA business
2. Charges for liquor, in-room movies, or in-room snacks/refreshments for purchase will not be reimbursed.

IV. MEAL ALLOWANCES

Meal expenses are reimbursed upon submission of original receipts as set out below:

- (a) Meal costs to a maximum of \$65 per 24 hour period; and,
- (b) Meals provided by the Association or a third party shall not be claimed for reimbursement in the meal allowance.

V. PAYMENT AND CONFIRMATION OF EXPENSES

1. Expense accounts shall be submitted as promptly as possible to the Executive Director on the standard expense forms accompanied by itemized, original receipts or vouchers.
2. In addition to the approval of the Executive Director, payments may be subject to review and confirmation by the Executive Committee/Treasurer.

VI. SCHEDULE OF POLICY REVIEW

This policy to be reviewed by the Board of Directors every six months.

Adopted by the Executive Committee - October 13 & 14, 1995, City of Thunder Bay
Amended by the Executive Committee - November 7, 1998, City of Thunder Bay
Amended by the Executive Committee - May 1, 1999, Town of Kenora
Amended by the Executive Committee - December 3, 1999, City of Thunder Bay
Amended by the Board of Directors - July 6, 2001, City of Dryden
Amended by the Board of Directors – September 29, 2010, City of Thunder Bay