

CITY OF PRINCE RUPERT

POLICY

TRAVEL AND PER DIEM RATES

**Policy:** CPR/C2 **Approved:** by City Council  
**Created:** unknown **February 14, 2000**  
**As Part Of:** City of Prince Rupert Policy and Procedures  
**Revised:** February, 2000

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**GENERAL:** The purpose of the Travel and Per Diem Rate policy is to provide compensation for the use of private vehicles and daily per diem rates. On any specific trip the method of travel should be that which is most economic and efficient. Determination is to be made by the Department Head.

**TRANSPORTATION:**

1. Where available, commercial airline transportation shall be the preferred mode of transportation. Employees will receive air fare equivalent regardless of mode used.
2. Where commercial airline transportation is not available, one of the following options may be taken:
  - i. Private vehicle – the owner is to pay all expense and will be paid \$0.34 cents per kilometre.
  - ii. Other commercial carriers such as train, bus or ferry.

**MEALS/ACCOMODATION:**

1. All individuals traveling on municipal business shall receive a per diem allowance of \$70.00 for a full day away, and \$35.00 for a half a day away.
2. Hotel accommodation will be paid at actual cost. If employees do not use hotel accommodation they will receive \$70.00 – a 1 day allowance in lieu of hotel regardless of how many days they find alternate accommodation (ie: stay with family or friends).

**ADMINISTRATION APPROVAL:**

1. All Travel and Per Diem Expense forms must be signed by the Department Head **and** Chief Administrative Officer, or the Deputy Administrator before submitted to accounts payable.

# City of Prince Rupert

## Travel and Per Diem Guide

### 1) **Introduction**

The City of Prince Rupert will pay or reimburse City Representatives for the following travel costs incurred for the purpose of conventions, education and other duties:

- Airfare;
- Accommodation;
- Per Diem;
- Mileage; and,
- Other Miscellaneous Costs (i.e. shuttle, taxi etc.).

### 2) **Processing of Claims for City Councillors & Mayor**

Administration will prepare your travel advance claim and final travel forms for you. You must ensure that you sign each of these forms prior to processing the form for payment.

If it is preferable to you, you can obtain your Per Diem payment prior to travel. An advance form is used for per diem provisions prior to departure. A final form is used to capture all expenditures upon your return. Receipts for all expenses (with the exception of per diem) are required.

These forms must be signed by you and either the Mayor, Chief Financial Officer or City Manager.

Copies of these forms are attached for your perusal.

The forms need to be submitted to A/P by Wednesday noon in order to be processed for payment on the current week. Cheques are generally ready by Friday afternoon of the same week.

### 3) **Details**

#### 3.1) Airfare

Administration will book your airline ticket through Air Canada or Hawkair (depending on your schedule requirements). If your travel takes you beyond Vancouver there is the possibility that Air Canada will not be used for the next leg of your trip.

To keep travel costs as low as possible the City tries to book travel at least seven (7) days in advance. Fourteen (14) days often provides for better discounts and availability so please let us

know your travel plans as far in advance as possible (the City also looks for special seat sales to keep costs low).

If you should require changes to your ticket, before or during your trip please let the Administrative Assistant know.

If you wish to receive travel points, please provide your Aeroplan number and the name on the card.

### 3.2) Accommodation

Administration will book your hotel accommodation at the Provincial Government rate. When using direct billing with a hotel you will be provided a letter authorizing you to have your room to be invoiced to the City. If the room is to be paid with the Corporate Credit card, the preauthorization form and confirmation will be provided to you.

Only the hotel room and taxes will be paid; other incidentals charged to the room will be at your expense.

Should you decide to stay longer at the hotel for personal reasons, you must provide the hotel with a Credit Card to cover the costs.

### 3.3) Per Diem

You will be provided with either a \$70 full day or \$35 half day per diem. This is to cover miscellaneous costs while on City business. City does not reimburse you for meal expenses.

Examples:

One – half Day Per Diem would be claimed if you leave in the afternoon or return in the morning  
Full Day Per Diem is claimed if you leave in the morning or return in the evening

### 3.4) Mileage

Currently the mileage rate is \$0.47 per kilometer, when you use your personal vehicle to attend a function for City purposes. Mileage calculations are done using the:  
[www.enorthernbc.com/distance-chart.asp](http://www.enorthernbc.com/distance-chart.asp) site.

The maximum claim for mileage is the airfare equivalent to the destination. Fuel expenses are included in this mileage reimbursement.

*Example:*

Prince Rupert to Vancouver is approximately 3004km @ \$0.47 = \$1,411.88, while airfare to Vancouver is approximately \$500-\$600 return (a printout from the airline will be required to provide a more accurate rate).

You will be provided a mileage claim equivalent to airfare at the \$500-\$600 rate.

### 3.5) Other Costs

You will also be reimbursed for:

- Taxi;
- Shuttle;
- City Transit or Sky Train;
- Rental Car and fuel costs when appropriate;
- Staying with friends or family - \$70 one-time payment for duration of stay; and,
- Registration fees (if not already prepaid by City).

Car rentals are deemed appropriate when a cost savings can be justified because you are either traveling with in a group of at least three City representatives, or will be requiring multiple taxi rides each day; or are carrying enough materials to make traveling by taxi impractical.

### 3.6) \$US Dollar Expenditures

\$US dollar denominated expenditures can, at your request, be reimbursed in \$US funds. Please indicate this preference on the form.