



McLeod Lake Indian Band

TRAVEL POLICY

Approved by Chief and Council, January 26, 2018.

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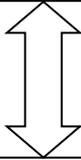
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TRAVEL APPROVAL & EXPENSE CLAIM STEPS

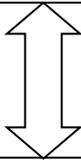
Step 1

- Complete a Travel Authority Form
- Obtain prior written approval before travelling
- If required, apply for a travel advance
- Discuss any material changes in your approved travel plans with your Supervisor



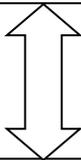
Step 2

- Keep receipts of your travel expenses
- Keep all supporting documentation of your business trip



Step 3

- Submit your travel expense claim within 30 days after your business trip.
- Use the band issued business expense form to prepare your claim.
- Attach receipts and supporting documentation to your expense claim form.



Step 4

- Reimburse McLeod Lake Indian Band promptly for any over payment you receive.
- Submit a request for reimbursement of any amount that you have been under paid.

Statement of Purpose and Responsibilities

This policy document sets out McLeod Lake Indian Band policy for the reimbursement of travel, entertainment and other business expenses incurred conducting band business during a business trip. It is the policy of McLeod Lake Indian Band to reimburse travellers for ordinary, necessary, and reasonable expenses when directly related to the conduct of band business. Directly related expenses are likely to generate immediate or future economic, social or other benefits for McLeod Lake Indian Band.

Travellers on band business are expected to exercise prudent business judgement regarding the expenses covered by this Policy and are required to obtain prior approval from the appropriate band approval authority before travelling.

Travellers on band business are responsible for complying with this Policy. Travellers who submit expense claims that are not in compliance with this policy, may face delays, partial reimbursement or no reimbursement.

Scope

This policy covers all travel by:

- Chief and Council;
- Employees, whether full or part time, temporary or indeterminate;
- Officials of Boards, and travellers of entities of McLeod Lake Indian Band¹; and
- Members of McLeod Lake Indian Band who are travelling on Band business, medical, dental, optical, or other approved purposes.

The policy does not cover Contractors, who are deemed to be independent of McLeod Lake Indian Band. Contractors may have specially negotiated agreements with McLeod Lake Indian Band. If there are no travel arrangements concluded with the Contractor, the McLeod Lake Indian Band will not reimburse for travel.

The Travel Policy covers all travel within and outside the Traditional Territory of McLeod Lake Indian Band and travel beyond the normal scope of a traveller's job description where the traveller is expecting reimbursement for expenses.

Authorization of Travel

All persons seeking reimbursement of travel expenses must obtain prior written approval for their travel at the appropriate band approval level. These levels are shown below:

- Approval for Chief and Council travel will either be expressly approved at a meeting of Chief and Council, Council travel of committees held in portfolio; or will flow from a meeting of Chief and Council;

¹ Excludes Limited Partnerships such as Duz Cho Group of Companies who should adopt their own policies.

- The Band Administrator will have his/her travel approved by the Chief; and,
- The Band Administrator will approve all travel for all travellers other than Chief and Council. The Band Administrator may delegate travel approval to Department Managers for staff and programs under their control.

Where it is not possible to obtain prior written approval for travel, authority may be received verbally with paper work to be completed and submitted with the travel expense claim; or approved by the Band Administrator after the travel has occurred, if there are compelling reasons for doing so.

The traveller may receive a standing authority to travel when the travel is routine and each trip can be justified.

Should authority for travel not be received prior to travel, the Band Administrator may choose not to reimburse travel expenses.

A *Travel Authority Form* must be signed by the appropriate level of authority so that the travel is approved and expenses will be reimbursed. The Travel Authority Form should include the following information:

- The name of the traveller;
- The purpose of the travel;
- The expected benefit to the Band of the travel;
- The organizations and persons who will be visited;
- The expected cost of the travel; (where possible the cost should be broken down in terms of meals, accommodation, transportation, etc.);
- The need for a travel advance;
- The name of the organization that will reimburse the Band for travel costs, if applicable and,
- The signatures of the traveller and the appropriate approval authority.

Travel Rates

McLeod Lake Indian Band adopts the Government of Canada Rate for Travel for all travel related costs as set forth by the Treasury Board of Canada – the rates are posted on the official website of the Government of Canada.

The rates are adopted on April 1st and October 1st of each year. This is an administrative responsibility and does not require specific approval of Chief and Council.

Travel Advances

Travel advance requests should be submitted at least ten working days prior to the expected date of travel, unless emergency situations arise. Travel advances are approved by the Chief Financial Officer.

All travel advances must be accounted for at the end of the business trip. If there is no or insufficient accounting for advances, future travel re-imbursements will be withheld pending receipt of proper accounting for the advance. Overdue travel advance re-payments will be deducted from the traveller's payroll cheque.

If the initial advance was for flat rate items only (meals, incidentals, mileage) then a reconciled travel claim is not necessary.

Travellers who are issued a Band Credit Card are not eligible for travel advances.

Submitting Travel Expense Claims

Use the band's Travel Expense Claim Form for this purpose.

Upon returning from their travel, travellers are required to complete and submit their actual travel expense claims within 30 days of the travel. The reconciled travel claim form will reflect the actual costs of travel minus any travel advances issued. Receipts and/or other documentation must be provided to support the claim and any additional out of pocket travel expenses or if the travel amount exceeds the Band approved rate. The travel claims of employees are to be submitted to Finance for processing. All amounts that exceed the Band approved travel rates are subject to approval of the Chief Financial Officer.

Chief and Council are to submit their travel to the Executive Assistant who will review the claim. The travel claim will be signed off by the Chief Financial Officer

Cancellation of Travel

Anyone who fails to attend the purpose of the travel (meeting/conference sessions/etc.) will be required to notify his/her immediate supervisor outlining the reasons. Any traveller who cannot attend an out of town event for which travel arrangements have already been made, must personally cancel those travel arrangements and notify the Controller.

Should a traveller receive a travel advance for a trip not taken, that person will be required to repay the travel advance back to the Band. Repayment could include payroll deductions or withholding future travel claims. Should a traveller not cancel prepaid accommodation or flights and there is a loss of value to the Band, at the discretion of the Band Administrator, the traveller may be required to reimburse the Band for costs.

Travellers are encouraged to take advantage of discount travel rates. Should a trip be cancelled or altered, the penalty incurred for the cancellation or rebooking of travel is re-imbursable.

Proof of Travel

Travellers must provide full supporting documentation for their expense claims. If asked, they must be able to provide proof that they attended the event for which travel has been approved,

either through receipts or by showing materials that were received at the event. A report of the conference or meeting must be prepared for inclusion in Council monthly reports.

Personal Vehicles

The use of personal vehicles for Band business that will be charged to the Band must be pre-authorized by the Band Administrator.

In such instances, the traveller is responsible to pay all of the costs associated with operating, maintaining, insuring and repairing of the vehicle. Reimbursement for the use of a personal vehicle for band business will only be made when pre-authorization from the Band Administrator has been obtained.

Travellers, who request to utilize a personal vehicle for their business related travel, will be reimbursed at the Council Approved rate provided that the travel is for Band purposes or for approved educational purposes. If the Traveller chooses to use their own vehicle when a band vehicle is available or if the Traveller is transporting persons of a personal nature, travel may, at the discretion of the Band Administrator, be reimbursed at 50% of the approved rate.

If a person is approved to use their own personal vehicle, the reimbursement rate will be as per the following calculation:

The lesser of equivalent airfare or (the Band approved mileage rate) x (kilometres travelled)
x (Rate of re-imbursement)

If the person is driving rather than flying, the amount of the travel claim will be the lesser of the cost of airfare or the cost of driving.

All travellers using personal vehicles for authorized travel must have a valid class five (5) driver's license and a minimum \$1,000,000 third party liability vehicle insurance. For those with an "N" licence, they must abide by the restrictions of their licence.

The Insurance Corporation of British Columbia allows personal vehicles to be used a maximum of 6 days per month for business use. For those travellers using their personal vehicles for more than 6 days per month, they must be insured for business use.

Wherever possible, travellers should travel together in the same vehicle in order to minimize expenses. Where an authorized private vehicle is used in such instances, only one traveller may charge for the vehicle allowance.

Accommodations/Reservations

Once the traveller's travel has been authorized, the traveller must keep the necessity for economy and restraint in mind when selecting a hotel. For most hotels, MLIB qualifies for the First Nations' or Government of Canada hotel discount rate.

The traveller will be responsible for settling the account with the hotel and will be required to submit the receipts with their travel claim to the Finance Department for reimbursement.

Some hotels require that a valid credit card be used to secure the room until checkout. If the traveller does not have a valid credit card, they should request that a band credit card be used. The traveller should contact the Executive Assistant or Band Administrator if such is required.

Assistance with reserving overnight lodging where required, can be provided through the MLIB's Travel Agent, UNIGLOBE Travel, 250 562 5444. Costs may be billed directly to the Band through purchase order or charged to a Band credit card.

Travellers may also opt to stay in private accommodations. When they do so, they may be paid a set amount, which does not have to be supported by receipts. This amount shall be in accordance with the approved Travel Rates.

McLeod Lake Indian Band will prepay travel expenses when possible, reducing the need or size of a travel advance. Travellers are requested to attach receipts to their actual travel claim when expenses are prepaid so that the Finance Department can verify the accuracy of billing.

Public Transportation

Flight reservations must be made using a Band credit card or a purchase order to the Band's travel agency, UNIGLOBE Travel, 250 562 5444, with costs borne by the Band. Other forms of public transportation including a rented car, taxi, airport shuttle bus or train may be used by the traveller.

The most economical means of public transportation should be used by the traveller while in travel status.

Travellers may rent a compact size vehicle on business trips when economy, convenience, and specific situations require their use instead of other forms of public transportation. The estimated cost of renting a compact car should be included in the documentation seeking approval of the business trip. A four wheel drive vehicle may be rented when driving conditions warrant.

Travellers, who use Taxis for business purposes while in travel status, are required to submit official taxi fares receipts with their actual travel claims for reimbursement by the band.

Meals

Travellers will be reimbursed for meal expenses incurred as follows, when in travel status and away from their normal place of work:

- Breakfast will be provided if a traveller is travelling on Band business before 7:00 AM and away from their normal place of work;

- Lunch will be provided if a traveller is travelling on Band business and away from their normal place of work at lunch time; and
- Dinner will be provided if a traveller is required to stay after 6:00 PM, or they are away from their normal place of work in travel status, after 6:00 PM.

No receipts are required for meals, based on approved Travel Rates. If the meal expense exceeds approved rates, the actual cost may be reimbursed, if there is an acceptable explanation.

Alcoholic beverages are not considered a reimbursable expense. (See Hospitality)

Refer to Travel Rates.

Incidental Expenses

If travellers are required to stay overnight in commercial accommodations, they may claim an amount to cover incidental expenses which are for all other costs relating to travel, including gratuities, dry cleaning and laundry, personal phone calls, parking where no receipt is provided, and any other expense not formally approved in this policy. This is a set amount and does not require receipts.

Refer to Travel Rates.

Telephone Charges

Travellers who are regularly required to make business telephone calls while travelling on band business will use their band issued cellular phones for such calls.

Travellers who do not have band issued cellular phones may use their personal cellular phone for business related phone calls and bill the band for the cost of these calls. Such billing will require supporting documentation. Alternatively, an allowance may be provided based on the average monthly cell phone usage.

Non-business related personal telephone calls are provided for under the daily Incidental expenses allowance.

Childcare

Chief and Council recognizes that assistance should be provided for those that must arrange child, elder, or other care for them to travel. Childcare expenses will be paid for children 18 years and younger.

An allowance of \$50 per day is provided – confirmation of cost may be requested from the traveller. No allowance is provided for the care of pets during the travel period. In the event that the actual costs of care are higher than the approved Band travel rates, then the Band will reimburse at the higher rate, subject to prior approval.

Refer to Travel Rates.

Changes to Airline Travel Costs

Travelers should seek the lowest airfares when possible. If the airline trip may be subject to change, the traveller may choose a higher fare that allows changes in flight times without penalty.

Hospitality

There are occasions when it is appropriate for travellers to engage in hospitality by purchasing meals, gifts or event tickets for others. Approval from the Band Administrator is required prior to the Hospitality event.

- Hospitality is provided when such activity may lead to benefits for the Band or when accepting hospitality from others may establish an obligation from the Band or Traveller for a course of action.
- Hospitality may be provided for staff by their supervisors or Council when justified, such as an appreciation dinner.

Hospitality may be claimed using a band Travel Claim Form and should include:

- The reason for the hospitality should be given including the benefit to the Band;
- The names of the persons being provided hospitality, with information such as position and organization, should be provided; and,
- The cost of hospitality should be provided.

Hospitality for travellers should be within the meal rates set by Council.

No alcoholic beverages should be purchased with the Band credit card holders with the exception of the Chief, Band Administrator, or Chief Financial Officer. At all times, consumption of alcohol should be limited.

Other

The Band will not reimburse expenses incurred as a result of persons accompanying travellers on trips, such as family members or friends.

Acknowledgement

Persons seeking re-imbusement for travel expenses while travelling on business for McLeod Lake Indian Band shall sign the following acknowledgement:

I acknowledge that I have read the McLeod Lake Indian Band Travel Policy, that I have had the opportunity to clarify any questions that I might have regarding this Policy, and that I understand this Policy.

I agree that any loyalty reward points earned through Band travel should be provided to the Band.

I agree to reimburse the Band for any advances that exceed approved travel claims and hereby authorize the Band to deduct these unpaid amounts from my pay.

I agree to abide by the provisions of the McLeod Lake Indian Band Travel Policy.

Name of Traveler

Date