



BYLAW NUMBER 210

A Bylaw of the Municipal Corporation of the Hamlet of Fort Liard in the Northwest Territories to provide for payment of duty travel expenses for employees of the Hamlet pursuant to the provisions of the *Hamlets Act*, R.S.N.W.T., 2003, c.22, s.73

WHEREAS the Hamlet of Fort Liard deems it necessary to define expenses eligible for reimbursement while an employee is on authorized hamlet business.

NOW, THEREFORE, THE COUNCIL OF HAMLET OF FORT LIARD, at a duly assembled meeting, enacts as follows:

SHORT TITLE

1. This Bylaw may be cited as the "**Duty Travel Bylaw**".

INTERPRETATION

2. In this By-law:

"Council" means the council of the Hamlet;

"Employee" means an employee of the Hamlet including an officer,

"Fiscal Year" means April 1 to March 31 of the following year;

"Hamlet" means the Hamlet of Fort Liard in the Northwest Territories;

"Mayor" means the Mayor of the Hamlet;

"Senior Administrative Officer" means the Senior Administrative Officer of the Hamlet; and

"Schedule" means a schedule attached and forming part of this bylaw.

DUTY TRAVEL

3. Employees who are authorized to travel on Hamlet business will be reimbursed for reasonable expenses as per the attached Schedule "A".

EFFECTIVE DATE

8. This bylaw is effective October 01, 2008.

REPEAL

9. Bylaw 195 and all subsequent amendments are repealed.

READ a First time this 13th day of November 2008.

READ a Second time this 13th day of November 2008.

READ a Third time and finally passed this 11th day of December 2008.

This bylaw has been made in accordance with the requirements of the Hamlets Act Section 77(1)(d), and the bylaws of the Hamlet of Fort Liard.

A certified copy may be obtained from the Hamlet Office during normal business hours.

SCHEDULE "A"
DUTY TRAVEL RATES

An employee who is authorized to travel on Hamlet business will be reimbursed for reasonable expenses incurred.

1. ENTITLEMENT

- a) Where the expenses for meals, lodging and other items cannot be kept within the entitlement the claimant must explain the circumstances on their claim and justify actual expenses by receipts.

2. TRANSPORTATION

- a) The cost of transportation is authorized as follows:
 - I. Economy air (employees may be entitled to travel first class if proof is provided that economy air was not available on a required flight).
 - II. Privately owned car.
 - III. Rented or hired cars – where this is the most reasonable or economical means of travel. Employees renting vehicles are to ensure that the rental charge includes an item for cost of insurance coverage for damage to the vehicle and that there is insurance against all liability.

3. ACCOMMODATION

- a) The cost of accommodation is authorized as follows:
 - I. Commercial Accommodation (Not Exceeding Fifteen (15) Calendar Days) - employees will be reimbursed for actual costs of authorized accommodation. Commercial accommodation expenses must be accompanied by receipts.
 - II. Accommodation for Periods in Excess of Fifteen (15) Calendar Days – normally the employee will be expected to make appropriate arrangements for suitable rental accommodation at weekly or monthly rates. This should be arranged prior to the start of the period in travel status or shortly after arrival.
 - III. Non-commercial Accommodation – where employees make private arrangements for overnight accommodation they may claim a rates which shall be as per Government of Canada Treasury Board rates in effect at the time of travel.

4. MEALS AND INCIDENTAL EXPENSES

- a) The cost of meals and incidentals is authorized and expenses claimed under this heading are for the cost of meals consumed and for such incidental expenses as tips to miscellaneous service personnel and telephone access charges.
- b) For periods of duty travel not exceeding fifteen (15) calendar days' rates shall be as per Government of Canada Treasury Board rates in effect at the time of travel.

5. TRAVEL BY PRIVATELY OWNED CAR

- a) The Employer will reimburse an employee who, with prior authority, uses a privately owned car for necessary travel on Hamlet business.
- b) The use of a privately owned car shall not be authorized when, because of the additional time involved, commercial transportation would be more reasonable and practicable.
- c) When the total cost of the trip, including the cost of meals, lodging and incidental expenses exceeds the cost of the same journey by ordinary commercial means, reimbursement shall be limited to the commercial cost.
- d) Where the use of privately owned car is authorized; rates shall be as per Government of Canada Treasury Board rates in effect at the time of travel. These rates are reviewed annually on January 1, April 1, July 1, and October 1.
- e) The distance allowance for enroute travel shall be calculated on the generally accepted kilometres for the most direct route.
- f) No additional distance allowance will be paid where other employees on duty are carried as passengers.
- g) The following limitations shall apply:
 - I. Persons not covered by personal insurance shall not be authorized to use a private car on Hamlet business.
 - II. The Hamlet will not pay for any additional cost of insurance which may be required on the employee's car by reason of using it on Hamlet business.

- III. The Employer will not pay any claims for damage, loss or liability incurred by an employee while driving an automobile on Hamlet business other those claimed under the Workers Compensation Act.

6. OTHER EXPENSES

- a) Employees may be reimbursed for:
 - I. Long distance telephone charges for calls of an official nature providing that an explanation is provided.
 - II. A long distance telephone charge where an employee is required to remain absent from his/her home over a weekend, and has been on continuous travel status for two (2) or more days preceding the weekend. The employee shall be reimbursed for a personal long distance call not to exceed five (5) minutes.
 - III. Baggage for storage and excess baggage charges where this is in the performance of duty and a satisfactory explanation is provided.
 - IV. Taxis the use of taxis must be explained except where the purpose is self-evident. Taxis should not be authorized for repeated trips between the same places where convenient public transportation is available. Receipts are required when the trip cost exceeds ten dollars (\$10.00).
 - V. Child Care and House Care expenses may be reimbursed a maximum of thirty five (\$35.00) per day if the employee, due to the requirement to travel on behalf of the employer, incurs expenses which exceed those which would have normally been incurred.

7. LIMITATIONS

- a) The following expenses will not be allowed:
 - I. Purchase of briefcases, pens, tools or any other supplies or equipment;
 - II. Purchases of a personal nature, such as baggage, clothing, etc;
 - III. Expenses of any kind incurred during stop over for personal reasons or during periods of leave, with or without pay;
 - IV. Any losses of money or of personal belongings.

8. PROCEDURE

- a) The Employer shall authorize Duty Travel by signing the Travel Authorization and Expense Claim before the start of the trip.

- b) This form is to be submitted as a request for an accountable advance of travel expenses where this is required.

- c) All requests for advances should be submitted at least three (3) working days before the trip commences.

- d) Within ten (10) days of completing the trip, the employee shall submit his/her claim, for expenses on the personal cheque to cover any amount by which the travel advance exceeds the total of the claim.

- e) No employee is allowed to have more than one travel advance outstanding at any one time, unless circumstances indicate the need for two. Failure to comply with this regulation will result in automatic payroll deductions being initiated for the total amount of the advance.