

Section/Number: Financial Administration – 010	Approval Date: (DD/MM/YY)
Subject: Duty Travel	Amendment Dates:
<p>Policy</p> <p>Community Government duty travel must be pre-approved and must fall within the guidelines of this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All duty travel and travel expenses for the Mayor and Council must be pre-approved by a motion of Council. 2. All duty travel and travel expenses for the Senior Administrative Officer (SAO) must be pre-approved by the Mayor and reported to Council. 3. All duty travel and travel expenses for all staff except the SAO must be pre-approved by the SAO. 4. Lodging will normally be paid by the Community Government. <ol style="list-style-type: none"> 4.1. Any approved lodging charges not paid by Community Government will be fully reimbursed. 4.2. Incidental charges such as non-business related phone charges and/or entertainment charges will not be paid by the Community Government. 5. Phone Charges are reimbursable when incurred in the course of business. 6. Vehicle rental charges including vehicle rental, mileage, gas and insurance charges will be paid where pre-approved. 7. Where a personal automobile is used at the Community Government's convenience, a car allowance will be paid to cover all costs including the cost of fuel. <ol style="list-style-type: none"> 7.1. Employees must obtain prior approval before using their personal vehicle. 7.2. A journey log with kilometres is required. 7.3. Employees will be reimbursed at GNWT Duty Travel Mileage Rates. 8. Parking and taxi fees are reimbursable when incurred in the course of business. 9. Meals and incidentals will be reimbursed at GNWT Duty Travel Rates. 10. If circumstances prove these amounts to be insufficient then application should be made to SAO for increase. 	

<p>11. All other expenses incurred in the course of work must be accompanied by an explanation of charges with receipts and be pre-approved.</p> <p>12. The following expenses do not qualify for reimbursement:</p> <ul style="list-style-type: none"> 12.1. Alcohol. 12.2. Cigarettes. 12.3. Personal items other than incidentals. 12.4. Late fees on credit cards. 12.5. Traffic citations or other fines. <p>13. Travel advances may be provided upon request before departure.</p> <ul style="list-style-type: none"> 13.1. The SAO must pre-approve travel advances. 13.2. The request for advance must be provided as soon as the travel is approved with two weeks advance notice if possible. 13.3. The amount of advance requested should reflect the minimum required for the trip. 13.4. Upon return, advances will be subtracted from expense forms and remaining balances, if any, are payable to the Community Government. <p>14. Payment on claims will be made as soon as possible after receipt of claim.</p> <p>15. It is the employee's responsibility to:</p> <ul style="list-style-type: none"> 15.1. Attach all cash and credit card original receipts to the expense form. 15.2. Ensure all receipts are legible and match the items on the expense report. 15.3. Sign and date the expense report. 15.4. Identify the purpose and dates of the travel. 15.5. Submit the completed form to the Finance Officer.
<p>Attachments</p> <p>N/A</p>
<p>References</p> <p>N/A</p>