

7.2.iii. Guidelines

TRUSTEE TRAVEL POLICY

Trust Council: June 19, 2014

1. Objectives

- 1.1. Ensure effective travel management and administration, and promote economy and efficiency in the use of Islands Trust funds.
- 1.2. Support the Islands Trust Council's commitment to low carbon business travel by making choices that mitigate the production of greenhouse gas emissions.
- 1.3. Establish standards to ensure:
 - 1.3.1. travel expenses are proper, reasonable and necessary to the business of Islands Trust bodies;
 - 1.3.2. accountability for travel claim requests and approvals, and travel emission reports and approvals.
- 1.4. Provide and promote alternatives to travel to carry out the business of Islands Trust bodies.

2. General

This policy and the attached procedure establishes travel guidelines, allowances, reimbursement rates and limits for elected trustees of the Islands Trust Council and trustees appointed to the Islands Trust Fund Board.

For the purposes of this policy, the terms "trustee" is used as defined in the *Islands Trust Act*, as amended.

For the purposes of this policy, allowable travel includes travel while on business for the following purposes:

- Trust Council meetings and business (liaison, training, etc.)
- Local trust committee business (e.g. travel to local trust committee meetings, site visits or other purposes related to local trust committee business)
- Council committee meetings and business
- Trust Fund Board meetings and business

If a trustee with a physical disability requires a personal attendant in order for the trustee to travel to undertake Islands Trust business, the personal attendant may claim, as if the attendant were a trustee, for expenses incurred and allowances permitted under this policy for the period that the personal attendant aided the trustee in carrying out Islands Trust business.

Roles and Responsibilities

- Trustees are responsible for:
 - Confirming authority and securing budget approval for any extraordinary¹ travel expenses before they are incurred, by seeking a resolution of the body on whose behalf the extraordinary travel is to be undertaken;
 - certifying that their travel expense claims are correct, complete and comply with this policy; and
 - ensuring that all necessary documentation is provided, along with their travel expense claim, within the timeframes set out in this policy.
- Financial staff are responsible for:
 - Providing reports on expenditures; and
 - certifying that travel expense claims:
 - are for business purposes, appear reasonable and comply with policy;
 - that travel related goods and services have been received.
- The Director of Administrative Services establishes procedures for the administration and processing of travel expenses, and advises trustees on travel policy and procedures.
- The Director of Administrative Services provides liaison with provincial agencies that negotiate accommodation rates, vehicle rental rates and negotiations with travel agencies.
- Where a matter related to the reimbursement of expenditures is not covered by this policy or the attached procedures, then policies and procedures established by the Ministry of Finance for the reimbursement of expenditures of elected officials will apply.

3. Policy

3.1. Alternatives to Travel

Trustees and Islands Trust bodies must consider alternatives to travel wherever practical. Video conferencing and teleconferencing and other methods should to be used where feasible to achieve cost savings and to mitigate the production of greenhouse gas emissions.

3.2. Travel Approval

- 3.2.1.** The means of travel chosen needs to be operationally feasible and cost effective, and give consideration to travel methods that will mitigate the production of greenhouse gas emissions. Trustees are eligible for reimbursement of travel expenses when:
- 3.2.1.1.** trip approval for extraordinary travel is obtained (by resolution of the relevant Islands Trust body) before travel expenses are incurred;
 - 3.2.1.2.** the expenses are paid by the trustee while away from home to discharge official duties;
 - 3.2.1.3.** claims are reasonable, properly reported and comply with established rates and allowances; and
 - 3.2.1.4.** are supported by proof of payment documentation.

¹ *Extraordinary* travel expenses are expenses that are not related to the day-to-day travel required to perform the regular duties of a member of an Islands Trust body, and that are not similar to the expenses typically incurred by other members of the same Islands Trust body.

- 3.2.2.** Reimbursement claims require review by the Finance Officer before they can be paid. (see Trustee Travel Procedures).

3.3. Combining Personal Travel

- 3.3.1.** Travel that combines Islands Trust and personal business must be reimbursed at the lesser of
- 3.3.1.1.** actual transportation expenses; or
 - 3.3.1.2.** an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place.
- 3.3.2.** Additional expenses arising from personal extensions to business travel are the trustee's responsibility.
- 3.3.3.** Expenses for an employee's spouse or family members are not reimbursable.
- 3.3.4.** Because the Islands Trust has an internal process for purchasing carbon offsets, trustees must not claim any optional payments or surcharges related to carbon offset programs administered by travel service providers.

3.4. Out-of-Province/Country Travel

- 3.4.1.** In order to be eligible for reimbursement, trustee out-of-province and out-of-country travel, including complete plans to combine personal travel, requires prior approval by resolution of an Islands Trust body.

3.5. Airfare

- 3.5.1.** The most economical airfare for air travel considering operational requirements and options that mitigate the production of greenhouse gases is required. This requirement may be waived in exceptional circumstances, with the prior approval of the Director of Administrative Services. Such approval will be based on policies established by the Ministry of Finance.
- 3.5.2.** Travel loyalty program benefits, such as airline frequent flyer points that are accumulated by trustees while travelling at public expense, must not be used for personal benefit. Such benefits or discounts should be applied only against future business travel or donated to charities associated with the program. Benefits accumulated while travelling at public expense should not be used beyond the term of office.

3.6. Chartered Aircraft or Watercraft

- 3.6.1.** The use of a chartered aircraft or watercraft by a trustee is permitted only when:
- 3.6.1.1.** there is no scheduled service available that can meet the travel requirements (timing or duration) of the trustee(s); or
 - 3.6.1.2.** the charter cost is economical as compared to the scheduled service; and
 - 3.6.1.3.** the charter aircraft or watercraft and crew meet the safety, maintenance and experience standards established by Transport Canada for such operations.

3.7. Meals / Per Diems

- 3.7.1.** Trustees are eligible to claim meals, per diems and incidental travel amounts when on 'travel status'.

- 3.7.2. Trustees are considered to be on travel status for the purpose of claiming meals and per diems when they are travelling outside the local trust area or island municipality they represent on Islands Trust business.
- 3.7.3. Trustees who live outside the local trust area they represent are not entitled to claim meals and per diems while travelling from their home to their local trust area. Trustees who live outside the local trust area or municipality they represent are on travel status when travelling from their home to other locations on Islands Trust business (e.g. attendance at Trust Council or Council Committee meetings).
- 3.7.4. Appointed trustees on the Trust Fund Board are on travel status when travelling from their home on Trust Fund Board business.
- 3.7.5. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.
- 3.7.6. Per diem charges for meals may not be made where meals have been provided (e.g. as part of an Islands Trust meeting or function or when meals are provided as part of the fee paid for a convention or training event).
- 3.7.7. See Schedule A for the applicable meal and per diem allowances that trustees may claim.

3.8. Mileage and Private Vehicle or Vessel Expenses

- 3.8.1. Trustees are entitled to claim mileage for the use of a privately owned vehicle on travel related to Islands Trust business.
- 3.8.2. Trustees are expected to carpool where practical to minimize costs and the production of greenhouse gas emissions.
- 3.8.3. Trustees may claim vehicle mileage where they are driven to the departure location (i.e., airport, bus, ferry or train terminal) and picked up upon return.
- 3.8.4. Trustees are entitled to claim the cost of parking a private vehicle while on Islands Trust business.
- 3.8.5. Trustees are responsible for paying parking fines, traffic violation fines, and impoundment and towing fees when driving a privately owned vehicle on Islands Trust business.
- 3.8.6. Trustees may claim for use of privately owned boats in accordance with the rates provided in Schedule A.
- 3.8.7. The vehicle or vessel owner is responsible for purchasing and maintaining valid third-party liability insurance in an amount not less than \$2 million. Trustees transporting Islands Trust property, other trustees, employees, contractors, volunteers, or other persons in privately owned vehicles in the course of Islands Trust business are not required to carry higher limits.
- 3.8.8. The vehicle owner is responsible for ensuring that the vehicle is rated for business use if required by the Insurance Corporation of British Columbia. Islands Trust will reimburse the differential between "Business Use" and "To and From Work" or "Pleasure Use".
- 3.8.9. Trustees transporting Islands Trust property, other trustees, employees, contractors, volunteers, or other persons in privately owned vessels in the course of Islands Trust business are responsible for meeting applicable laws that apply to the safe operation of water vessels.

3.9. Rental Vehicles

- 3.9.1. A rental vehicle should be used when public transportation is not operationally feasible or a privately owned vehicle is not available or economical.

- 3.9.2. Trustees renting vehicles for Islands Trust business travel, regardless of the form of payment (corporate travel card, purchasing card, invoice, cash), must not purchase any additional insurance (collision, personal accident, etc.). All required insurance is included for in-province travel in vehicles rented under Islands Trust insurance policies.
- 3.9.3. Trustees are entitled to claim the cost of parking a rental vehicle while on Islands Trust business.
- 3.9.4. Trustees are responsible for paying parking fines, traffic violation fines, and impoundment and towing fees when driving a rented vehicle on Islands Trust business.

3.10. Accommodation

- 3.10.1. Trustees may use private accommodation instead of commercial accommodation and claim a private accommodation allowance as indicated in Schedule A.
- 3.10.2. Reimbursement for commercial accommodation within BC must be in accordance with the BC government's hotel accommodation guide approved accommodation rates. Trustees making their own reservations must ensure they request the B.C. Provincial Government rate when booking rooms.
- 3.10.3. Accommodation expenses within BC that exceed the limits noted above require pre-authorization from the Director of Administrative Services. Amounts in excess that are considered acceptable may be determined on a case by case basis, considering variables such as the urgency of the travel, whether travel is occurring in peak season and if accommodations at the established limits are not available.

3.11. Miscellaneous Expenses

- 3.11.1. Trustees are entitled to claim miscellaneous travel expenses for:
 - ferry tolls, ferry reservation fees and highway tolls in accordance with the Trustee Travel Expense Procedures
 - airport improvement and security fees, NAV CANADA fees and applicable fuel charges
 - bus/taxi/limousine services
 - vehicle rental and related fuel charges
 - parking charges
 - business phone calls
 - dependent care
 - other miscellaneous travel expenses consistent with the Trustee Travel Procedures.

3.12. Loss or Damage

- 3.12.1. Where a trustee on Islands Trust business incurs a loss of or damage to personal property which is pertinent to the performance of his or her duties, that is not otherwise covered by Islands Trust policy or insurance, the trustee may be reimbursed for the lesser of the loss, or the costs of repair, or the deductible portion of the trustee's insurance policy, up to a maximum of \$500.

3.13. Travel Cards

- 3.13.1.1.** Executive Committee members are eligible to be issued an Islands Trust credit card for paying for travel related expenditures.
- 3.13.1.2.** Executive Committee members are eligible to be issued an Islands Trust BC Ferry Travel Card which must be used to purchase all ferry tickets, where applicable, in order to access the most favourable fare.

3.14. Islands Trust Online Travel Claim

The Islands Trust online travel claim is a web-based system for processing expense reports. When a trustee submits a claim, their electronic signature is equivalent to certifying that the expense report is correct, complete and complies with Islands Trust policy.

Travel expense receipts must be provided as proof of payment as set out in Schedule A of the Trustee Travel Procedure. Travel claims should be completed and submitted to the Islands Trust Finance Department on at least monthly basis. Payment is generally made within 30 days.

4. Information and References

4.1. *Islands Trust Act*

4.2. Related Policies

- 4.2.1.** Policy 6.5.iii Purchasing Procedure
- 4.2.2.** Policy 6.12.i. Trustee Training/Conference Attendance
- 4.2.3.** Policy 7.2.i Trustee Remuneration

TRUSTEE TRAVEL PROCEDURES

Trust Council: June 2014

1. General

- 1.1. Trustees are responsible for making their own travel arrangements, except where they have been notified that arrangements have been made on their behalf (e.g. for Trust Council and Executive Committee meetings or business).
- 1.2. Allowable expenditures and rates of reimbursement are specified in Schedule A of this Procedure. Schedule A may be amended from time to time by the Executive Committee, after receiving advice from the Director of Administrative Services, to ensure that it is:
 - 1.2.1. current with the allowable expenditures and rates of reimbursement provided for provincially-elected officials in British Columbia, as determined by provincial policies and procedures;
 - 1.2.2. amended to reflect inflationary increases, for those expenditures and rates that are not determined by provincial policies and procedures.
- 1.3. All expenses associated with travel must be paid by the trustee travelling except for airline tickets and some accommodation billings which may be paid directly by the Islands Trust.
- 1.4. Supporting receipts, invoices with proof of payment, and applicable resolutions of an Islands Trust body (where required by travel policy) must be attached to expense claims as per Schedule A.
- 1.5. Travel claims should be completed and submitted at least monthly. Travel claims that have not been submitted within the quarterly timelines established by the Finance Officer for financial reporting will not be honoured unless approved by the Executive Committee.
- 1.6. Claims for less than the allowable amount are permitted. A brief note should be attached to show the trustee is aware of the undercharge.

2. Reasonable Accommodation and Support for Persons with Disabilities

- 2.1. Reasonable accommodation and support for persons protected under the *Human Rights Act*, (e.g. such as those with a disability) will be provided.
- 2.2. Policies requiring less costly travel alternatives still apply. However, when a trustee with a disability is required to travel, reasonable accommodation will be provided to minimize any disadvantage the individual might experience as a result of the disability.
- 2.3. Trustees with disabilities who travel or attend meetings on Islands Trust business may have special needs and may claim additional expenses incurred to reasonably accommodate those needs. For example, a trustee with a disability may need to pay a hotel rate exceeding the government rate where rooms available are not sufficiently accessible. Reasonable accommodation need not be limited to expenses that normally require receipts. Incidental, meal and local transportation expenses may need to be increased to offset the additional costs.

3. Travel Claims

3.1. General

- 3.1.1. To claim expenses, trustees must use the Islands Trust's online [Expense Claim](#) form.
- 3.1.2. Instructions for use of the online form provide further details about each field that must be completed.

3.2. Foreign Exchange on Travel Expenses

- 3.2.1. Each receipt and/or allowance is to be converted to Canadian funds. Actual exchange rates charged on supporting documentation (e.g. travel credit card statements, currency exchange slips) should be used, if available.
- 3.2.2. When the travel credit card exchange rate is not available, the currency converter at: <http://www.oanda.com/currency/historical-rates-classic> should be used to obtain average historical exchange rates for currency pairs for the range of dates travelled. Key in the dates travelled, select the foreign currency to convert and Canadian dollars, and then select the "Typical credit card rate plus 2%" from the "Interbank rate" drop down box. Generate the conversion table, and then use the "Average rate" for the trip to convert the foreign currency to Canadian funds.

3.3. Vehicle Travel

- 3.3.1. Trustees making their own vehicle rental reservations must ensure they request the B.C. Provincial Government rate at the time of booking. Trustees renting vehicles for travel related to Islands Trust business must not purchase additional insurance coverage. Islands Trust has specific insurance riders in place to cover these types of expenses.
- 3.3.2. Trustees must comply with the operating restrictions in the vehicle rental agreement. Before taking possession of the vehicle, trustees must inspect the vehicle for exterior and interior damage, and report any damage to the rental firm.
- 3.3.3. Trustees must not accept any charges for damages to a rental vehicle. Refer the rental firm to the Director of Administrative Services.
- 3.3.4. Trustees are expected to protect government property while in their possession by locking and securing the rental vehicle when not in use. An extraordinary loss of personal property may be reimbursed. If an Islands Trust credit card was used to pay for the vehicle rental, the loss of personal property secured in the vehicle may be claimed. For personal property loss or insurance information, contact the Director of Administrative Services.

3.4. Vehicle Accidents, Vandalism and Other Losses

3.4.1. Rental Vehicles

- 3.4.1.1. All accidents must be reported to:
 - the rental agency within 24 hours; and
 - the Director of Administrative Services

The local police must be informed within 24 hours when:

- damages exceed \$1,000;

- a person has sustained injury or death; or
- there has been a hit-and-run accident with damage.

An operator involved in an accident must not admit liability and provide only the information required by the investigating police officer.

- 3.4.1.2.** If a rental vehicle is stolen, the theft must be reported to the local police and the rental firm immediately. All damage resulting from vandalism or theft must be reported to:
- the rental company within 24 hours; and
 - the local police (before the vehicle is moved, if possible).

3.4.2. Private Vehicle of Vessel Damage Reimbursement

Note: This section will not apply where a court holds that the trustee/driver of the vehicle or vessel is guilty of wilful, wanton or gross negligence.

- To claim reimbursement for damage to a private vehicle or vessel that occurred while on Islands Trust business, trustees must provide the following documentation, if applicable, in support of their claim:
 - a covering letter outlining the circumstances of the damage, signed by the trustee
 - a copy of the police report, if applicable;
 - copy of the trustee's insurance documents (Owner's Certificate(s) of Insurance; a copy of ICBC repair estimate, or if ICBC coverage did not apply, copies of estimates from two (2) repair shops;
 - a copy of the receipt for repair, if not repaired through ICBC; and
 - a copy of the receipt for payment of the deductible portion of the loss.
- Claims are to be sent to the Director of Administrative Services for review.
- After reviewing the claim, the Director of Administrative Services will send a letter to the trustee making the claim informing the trustee of the decision and authorizing the payment amount, if applicable.

3.5. Taxi Charges

- 3.5.1.** Claims for taxi costs while travelling on Islands Trust business will be reimbursed when other more economical means of transportation are either unavailable or unsuitable (e.g., public transit).

3.6. Ferry Travel

- 3.6.1.** Claims for the full cost of ferry travel will be reimbursed. Receipts are required.
- 3.6.2.** Where there is a valid business reason for making a reservation (e.g. travel during peak travel periods) the costs may be reimbursed. Trustees are responsible for the costs associated with cancellations, except in exceptional circumstances (i.e., they are involved in a traffic accident en-route).

3.7. Air Travel

- 3.7.1.** The passenger copy of the air ticket is to be attached to the travel claim.
- 3.7.2.** Trustees are not authorized to fly private or personally rented aircraft on Islands Trust business.

3.8. Accommodation

- 3.8.1.** Supporting hotel/motel receipts must be attached to the travel claim. A trustee must declare that "SINGLE RATE ONLY IS CLAIMED," in cases where the hotel/motel receipt shows that more than one person occupied the room.
- 3.8.2.** Trustees are responsible for cancelling hotel or other accommodation reservations in time to avoid "no show" charges, including accommodation reservations that have been made on their behalf (e.g. for attendance at Trust Council or Executive Committee meetings); the Islands Trust will reimburse for these charges where the trustee has no control over the circumstance and is not at fault. If necessary, such determinations will be made by the Executive Committee

3.9. Miscellaneous Expenses

3.9.1. Business Meeting Expenses

Business meeting expenses may be claimed if incurred while a trustee is on travel status. Business meeting expenses are to be approved in advance by resolution of an Islands Trust body (e.g. expenses related to a local trust committee event or function should be approved by resolution of the local trust committee).

3.9.2. Business Travel Medical Insurance

Trustees covered under the Islands Trust's extended health plan are covered for travel out-of-province or out-of-country. Before travelling out of the province or the country, trustees should discuss their coverage with the Finance Officer to ensure appropriate coverage is in place and to understand the existing related procedures.

Trustees without extended health coverage through the Islands Trust are not covered under the group travel insurance plan. There are no exceptions. Trustees without extended health coverage should confirm their travel medical insurance status with the Finance Officer prior to making travel arrangements. If out-of-province or out-of-country business travel is required to conduct Islands Trust business, trustees without coverage under the Islands Trust's travel medical policy should purchase an individual travel insurance plan and claim the expense through their travel claim. When purchasing travel insurance, make sure to read and understand the fine print. Most individual travel insurance plans exclude coverage for pre-existing conditions. Trustees should carefully consider their personal health circumstances before travelling for work.

3.9.3. Travel Expenses in Foreign Locations

3.9.3.1. Foreign Locations

For travel in the U.S., meal or per diem allowances are amounts for BC in U.S. currency, which are then converted to Canadian dollars for claim purposes.

3.9.3.2. Miscellaneous Foreign Travel Expenses

Trustees travelling to a foreign country should contact the Finance Officer to obtain a Islands Trust credit card.

Reimbursement may be claimed for foreign currency exchange costs and reasonable expenses incurred that relate directly to foreign travel as follows (receipts must be provided):

- car rental insurance (Collision Damage Waiver (CDW) is automatically provided when a trustee uses an Islands Trust credit card to pay for the rental vehicle)
- visa(s) and passport(s)
- inoculation(s)
- traveller's cheques
- bottled water
- preventive medication i.e., malaria tablets etc.
- premiums for additional medical insurance to provide coverage equivalent to that available under the Provincial Medical Plan in BC (Note: Premium reimbursement is only provided if the trustee is not covered under the Islands Trust's extended health plan which includes Travel Medical Insurance)
- additional baggage insurance
- similar directly-related travel costs

3.9.4. Election expenses

Travel expenses related to election campaigns are the personal responsibility of the trustee.

3.9.5. Discretionary Expenditures

Trustees should exercise care, and use sound judgement when incurring discretionary expenditures that are not directly required to conduct Islands Trust business, as determined by:

- the authority and jurisdiction of Islands Trust bodies, as indicated in the *Islands Trust Act*
- work programs and resolutions of Islands Trust bodies.

As trustees are accountable for effective management of Islands Trust finances, due regard must be given to the spirit and intent of the Islands Trust's management and financial policies. Trustees should be aware of the public perception with respect to purchases, and use the utmost discretion prior to initiating the expenditure.

3.9.6. Dependent Care Expenses

Expenses for care of a dependent that are incurred as a result of attending a meeting that requires an overnight stay or to conduct local trust committee business within a local trust area will be reimbursed in accordance with Schedule A, upon production of a receipt.

The supporting receipt must be a signed statement indicating the date(s) being charged, the hourly rate of pay, the total hours of care provided, the caregiver/agency and the total amount charged.

This reimbursement is not considered a taxable benefit, rather, a reimbursement of reasonable travelling expenses of the trustee. (These amounts must not be claimed as a childcare expense on an individual's personal income tax return).

**Schedule A
Trustee Expense Allowance Chart**

| ALLOWABLE EXPENDITURE | RATE | RECEIPT REQUIRED (YES/NO) | NOTES |
|---|---|----------------------------------|--|
| Accommodation | Actual cost | Yes | Trustees are responsible for utilizing accommodations where there is a BC Government negotiated rate where applicable. |
| Private Accommodation | Per diem for each full day on travel status | No | At the BC Government published rate. |
| Meals | Per diem for each full day on travel status | No | At the BC Government published rate. |
| Specific travel expenses (ie. Ferry, taxi, water taxi, parking, etc.) | Actual cost | Yes | |
| Incidental travel expenses (ie. Laundry, phone calls) | Per diem for each full day on travel status | No | At the BC Government published rate. |
| Vehicle mileage | Actual mileage | No | At the BC Government published rate. |
| Rental Vehicles | Actual cost | Yes | Trustees are responsible for requesting the BC Government negotiated rental rate. |
| Auto Insurance – personal vehicle | Actual differential | Evidence to be provided | Differential between “Business Use” and “To and From Work” or “Pleasure Use”. |
| Water travel – personal motor vessel | Actual mileage at \$3.00 /km. | No | |
| Air Travel | Actual cost | Yes | |
| Dependent Care | Up to \$135 per day | Yes | When required to attend business/meeting with overnight stay. |
| | Up to \$80 per day | Yes | When required to attend local/on-island business/meeting. |