



## CITY OF CORNER BROOK

### Policy Statement

<b>Index</b>	Finance and Administration	<b>Section</b>	Payments and Approvals		
<b>Title</b>	Travel Expense Accommodations	<b>Policy Number (Index-Sector-No.)</b>	11-05-08	<b>Authority</b>	Council
<b>Approval Date:</b>	19 Jan 2015	<b>Effective Date</b>	19 Jan 2015	<b>Last revision date</b>	19 Jan 2015

#### ***Policy Statement:***

Employees and Councilors traveling on City business, where overnight accommodations are required, may stay in suitable commercial accommodations or, where employees choose, in private accommodations. The type, standard and cost of commercial accommodations may be reflective of the period of time employees are on travel status.

#### ***References:***

FASC15-13 January 12, 2015  
Regular Council 15-15 January 19, 2015

#### ***Detailed Action Required:***

When booking accommodations every effort will be made to ensure corporate rates or special discounts afforded the City of Corner Brook for a standard room is obtained. If there is a surcharge for an additional person in the room, the Councilor/employee will be expected to pay this charge themselves unless their spouse is traveling at the request of Council. When Councilor/employees travel for city business and incur expenses that are not business related, (ex. movies, snacks charges to room, etc.) the Councilor/employee is to show the charges as a deduction off of the actual expense claim. The Councilor/employee will not be reimbursed for these expenses.

If the Councilor/employee can only avail of a cheaper airfare by staying over a Saturday night, the City will cover the additional hotel and per diem, provided the overall total cost is less than the alternate airfare.

#### **Private Accommodations**

Councilors/Employees who use private accommodations while traveling on City business will be reimbursed \$25.00 per night.

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

MAYOR

Asst. CITY CLERK