



# CITY OF CORNER BROOK

## Policy Statement

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<b>Title</b>	Travel Claim - General	<b>Policy Number</b>	11-05-11	<b>Authority</b>	Council
<b>Approval Date</b>	06 Nov 06	<b>Effective Date</b>	06 Nov 06	<b>Revision Date</b>	

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

All employees and Council traveling on City business must complete a Travel/Expense Claim.

### ***Reference:***

Minute 06-229 (November 6, 2006)

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

#### Travel time

Travel time and/or attendance time during the employee's normal working hours shall be considered as time worked and, as such, the employee would not suffer any loss in income as a result. Time outside the employee's normal working hours shall not be considered as time worked and, as such, shall not be compensated for unless otherwise agreed to in advance by the appropriate Director or Chief Administrative Officer.

#### Procedure For Approval

Original documentation must be provided to support all claims. All claims are to be approved for payment by the employee's immediate supervisor. In the case of the Chief Administrative Officer's travel the Director of Corporate Services will approve expense claims. For Council travel the Chief Administrative Officer will approve expense claims.

#### Travel Advance

Councillors/Employees traveling on City business may request a travel advance for an amount equal to the estimated cost of the travel, accommodations and per diems associated with the trip. The request should be made at least one week in advance of the date of departure and a travel expense report must be completed upon return from the trip.

Extension of Travel Time

The Councillor/employee may opt to extend time before and after scheduled travel dates at their own expense and per diems will not be paid. Employees will be required to use vacation time to account for the extended time. In no event can the Councillor/employee, in the utilization of seat sale tickets, obtain any cash advantage.

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

  
MAYOR

  
CITY CLERK