District of Barriere

REPORT TO COUNCIL
Request for Decision

Date: July 20, 2026	**File:** 530.20/Rpts
To: Council	**From:** Deputy Corporate Officer
Re: Draft Employee and Council Expense Reimbursement	
Recommendation: THAT Council adopts Policy No. 61FI – Employee and Council Expense Reimbursement as presented; and THAT Council rescinds Policy No. 17 – Per Diem, Travel & Mileage Allowances.	

Purpose

For Council to consider Policy No. 61FI - Employee and Council Expense Reimbursement Policy that establishes consistent guidelines for the reimbursement of reasonable expenses incurred while conducting authorized District business.

Background

The District currently adheres to Policy No. 17 – Per Diem, Travel & Mileage Allowances, which was approved in 2012 and last amended in 2022.

Staff have prepared a comprehensive updated policy to improve clarity, codify current administrative practices, include and consolidate current reimbursements provided.

Upon adoption, Policy No. 61FI will replace Policy No. 17.

Summary

The presented draft policy modernizes and expands the District's approach to expense reimbursement by providing clear direction respecting approval authorities, eligible and ineligible expenses, travel requirements, reimbursement rates, and documentation requirements that are currently being practiced but not noted on Policy No. 17.

Key updates include:

- Renames the policy to better reflect its scope.
- Updates meal per diem rates to reflect 2026 cost of living and introduces an incidental per diem of $15.00 allowance for travel exceeding two days.
- Expands eligible and ineligible expense categories to provide greater clarity and consistency.
- Updates travel, airline, and hotel provisions.
- Revises mileage reimbursement to align with the CRA's current per-kilometer rate.
- Introduces provisions for business-use vehicle insurance reimbursement by establishing eligibility requirements, documentation standards, and annual renewal requirements.

- Introduces a comprehensive section respecting cell phone and mobile device reimbursement provisions, including monthly reimbursement limits, device financing arrangements, and documentation requirements.
- Formalizes standardized timelines for submitting expense claims and additional documentation requirements.
- Updates administrative language, definitions, governance improvements, and structure to better reflect current approval processes.

Overall, the proposed policy provides a more comprehensive and consistent framework that follows today's current practices.

Benefits or Impact

General

Approval of this policy will provide consistent guidance for Employees and Council Members, improve transparency and accountability, and establish clear expectations regarding eligible expenses and reimbursement procedures.

Finances

The proposed policy updates reimbursement rates to meet current standards. Cell phone reimbursement provisions include hardware costs where authorized.

Strategic Impact

Goal 3. – Financial Confidence and Oversight are Rebuilt
a. All Financial Policies are reviewed, and possibly new Policies are established, to align with the needs of our growing organization, including:
i. Travel and Expense Policy

Risk Assessment

Compliance:
Replacing Policy No. 17 with updated requirements, strengthens internal processes, financial accountability, and consistency in the administration of public funds. The policy also supports the District's obligations under the Community Charter by promoting responsible financial management, transparency, and appropriate oversight of municipal expenditures.

Risk Impact:
Low – Reduces administrative and financial risk by clearly defining eligible expenses.

Internal Control Process:
Establishes consistent approval processes, documentation requirements, and reimbursement standards.

Next Steps / Communication

- Upon approval, the policy will be implemented, and Staff will utilize the policy for all future employee and council expense reimbursement claims. Policy No. 17 will be repealed.

Attachments

- Draft Policy No. 61FI – Employee and Council Expense Reimbursement
- Policy No. 17 – Per Diem, Travel & Mileage Allowances

Recommendation

THAT Council adopts Policy No. 61FI – Employee and Council Expense Reimbursement as presented; and
THAT Council rescinds Policy No. 17 – Per Diem, Travel & Mileage Allowances.

Alternative Options

1. Council could choose not to approve the policy. As such, Policy No. 17 would remain in place, which does not address various expenses.
2. Council could choose to amend the proposed draft policy.

Prepared by:
Jamie Mosdell, Deputy Corporate Officer

Reviewed by:
D. Drexler, Chief Administrative Officer

DISTRICT OF BARRIERE
COUNCIL POLICY MANUAL

Approval Date:
Amended Date: NA

NO: 61FI
DEPARTMENT: FINANCE
SUBJECT: DRAFT EMPLOYEE AND COUNCIL EXPENSE REIMBURSEMENT

Purpose
To establish consistent guidelines for the reimbursement of reasonable expenses incurred by Employees and Council Members while conducting authorized District business.

Definitions

In this Policy:

Chief Administrative Officer or “CAO” means the Chief Administrative Officer for the District of Barriere or their designate.

Chief Financial Officer or “CFO” means the Chief Financial Officer for the District of Barriere or their designate.

Employees means an employee, volunteer, or contract employee of the District of Barriere, and includes Employees that support Advisory Bodies.

1. General Terms

i. A “Metropolitan Centre” is defined as any Capital city of any Canadian province or U.S. state, or with a population greater than 180,000, as per the most recently available Statistics Canada data, unless otherwise stated in this Policy.

ii. Out of Province and Out of Country travel expenses require the prior approval of the CAO or Council unless authorized by another District Policy or Bylaw.

iii. Same day and overnight out-of-town travel expense for Employees requires the prior approval of the Department Head with CAO approval and is subject to provisions within the budget.

iv. For all employees travel expense claims, reimbursement must be approved by the CFO.

v. All claims for expenses must be signed by the employee or Council members who incurred the expense.

vi. All approved expense reimbursement requests must be submitted to the Finance Department within five (5) business days upon return, on an expense claim form as approved by the CFO.

vii. Any accidents or injuries incurred while travelling for District purposes via any method of transportation must be reported to the District office within two business days.

viii. Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the CAO must be sought before an expense is incurred.

ix. The CFO or CAO may amend submitted reimbursement forms to ensure compliance with this Policy.

2. Per Diems

i. An incidental per diem of $15.00 per day may be claimed when attending a function outside the District of Barriere boundary of two (2) or more days in duration.

ii. Per Diem for meals (in U.S. funds where applicable):

Zone	**Breakfast**	**Lunch**	**Dinner**
a – Kamloops, Okanagan, Vancouver Island, Lower Mainland (incl. Whistler) & other metropolitan centres outside of BC	$ 25.00	$35.00	$ 45.00
b – All other areas	$20.00	$25.00	$ 36.00

iii. The per diem rate does not apply where a meal is provided at the function attended.

iv. Submittal of receipts is not required for meal claims in the amount of or less than the per diem allowance(s).

v. In extenuating circumstances, where actual costs exceed the per diem rate, approval for reimbursement must be obtained from the CFO or CAO, ideally prior to incurring the cost. If approved, reimbursement would be based on receipts provided.

3. Hotel Reservations

i. Whenever possible, reservations and bookings will be made by the employee responsible to ensure that government/best rates possible are obtained.

ii. Hotel *Third Party Authorization Forms* may be completed by an authorized District Credit Card holder to secure any hotel reservation and to incur room rental charges, tax, parking, and other eligible expenses for an employee or Council member who does not hold a District Credit Card in their name.

iii. A Council member or employee may stay at private accommodations while travelling for District purposes and may claim an allowance of $40 per night, without receipts, in addition to any applicable per diem rates for meals.

iv. Where a guest accompanies a Council member or employee on a trip, only the hotel single room rate will apply within the claim for allowable expenses and no additional meal per diem will apply.

4. Travel by Airline

i. Travel is to be undertaken in the most economical way.

ii. Travel by Airline reimbursement is limited to the equivalent of economy airfare plus related ground transportation.

iii. Where economy airfare is less than the kilometer allowance, the employee or Council member shall only be entitled to payment of the economy airfare rate in lieu of the kilometer allowance.

5. Other Eligible Travel Related Expenses for Reimbursement

a) One checked bag over and above the included allowance in the economy airfare cost;
b) Travel insurance with actual costs supported by receipts;
c) Conference and convention registration fees;
d) Banquet/reception meals may be covered once per year for UBCM, FCM, or SILGA;
e) Taxi fare, ride share service, car rental, public transit, or car parking (excluding valet);
f) Hotel accommodation (single rate);
g) Mandatory resort fees;

i. Other costs that are not listed under 5 or 6 may be approved by the CFO and CAO on a one-off basis.

6. Ineligible Travel Related Expenses for Reimbursement

a) Vehicle infractions;
b) Vehicle damage;
c) Parking tickets, fines, towing charges;
d) Alcoholic beverages;
e) Mini bar charges, in-room movies, personal phone call charges, dry cleaning or personal services;
f) Advanced internet costs (above the basic/free level);
g) Add-on rates for pet friendly rooms, additional amenities, or other upgrade costs
h) Costs for spouse/partner programs unless approved as allowable – Recreation and social activities not included in registration fee

7. Spousal/Partner Expenses

i. Spousal expense may be paid by the District if it is beneficial for the interests of the District, such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.

ii. Spousal expenses are not paid in relation to banquet/reception meals.

iii. All other expenses of the spouse shall not be reimbursed by the District and are the costs of the Council member or employee.

8. Reimbursement While Using a Personal Vehicle

i. Where an employee is required to use their personal vehicle locally for authorized District business, the employee may claim mileage reimbursement at the per-kilometer rate determined by the CRA.

ii. Per Kilometer compensation for travel outside of the District of Barriere boundary shall follow the rate determined by the CRA.

iii. All traffic and parking offence fines incurred are the responsibility of the employee or Council member travelling for District purposes.

iv. Where an employee’s personal vehicle is involved in an accident while travelling outside the District of Barriere boundaries on authorized District business and provided the employee is not at fault and has sufficient insurance coverage, the District shall reimburse the deductible amount the employee is required to pay.

9. Vehicle Insurance Reimbursement

i. Vehicle insurance reimbursement is intended for employees who are required, as a condition of their position, to regularly use their personal vehicle for District business and who are required by their insurer to obtain business-use vehicle insurance coverage. Position eligibility shall be determined by the CAO.

ii. Employees seeking reimbursement shall:

a. Discuss with the CAO if a personal vehicle is needed to fulfill work related duties;

b. Obtain confirmation from their insurer that business-use vehicle insurance coverage is required for their work-related duties;

c. Obtain documentation from their insurer identifying the additional premium associated with the business-use coverage;

d. Submit the documentation to the CFO for review prior to reimbursement.

iii. Upon approval, the District may reimburse the employee for the additional cost associated with upgrading their personal vehicle insurance to business-use coverage.

iv. Reimbursement shall be limited to the additional premium attributable to the business-use coverage and shall not include the employee's base personal vehicle insurance premium.

v. Supporting documentation shall be submitted annually, upon renewal of the insurance policy, or upon request of the District.

vi. Reimbursement shall not apply to members of Council.

10. Cell Phone and Mobile Device Reimbursement

i. Employees who are required to use their personal cellular phone for District business may be eligible for reimbursement of up to 50% of their monthly cellular costs, to a maximum reimbursement of $50 per month.

ii. Management employees and designated employees who are required to use their personal cellular phone as a primary communication tool for District business may be eligible for reimbursement of up to 75% of their monthly cellular costs, to a maximum reimbursement of $65 per month. The CAO is authorized to approve designated employees under this policy.

iii. The CFO is authorized to make one time payment arrangements towards device costs not exceeding six hundred dollars ($600.00) over a three (3) year period in favour of a reduced monthly rate.

    a) If an employee leaves employment with the District of Barriere before the three (3) year period is complete, the District shall recoup the prorated portion of the device cost payment from the employee’s final pay.

iv. Employees seeking reimbursement under this section shall provide supporting documentation satisfactory to the CFO, including proof of monthly service plan costs, device financing agreements, or device purchase receipts, as applicable.

v. Cell phone and mobile device reimbursements are not automatic employee benefits and are subject to approval by the CAO.

DISTRICT OF BARRIERE
COUNCIL POLICY MANUAL

Approval Date: February 6, 2012
Amendment Date: August 1, 2022

NO: 17
DEPARTMENT: ADMINISTRATION AND FINANCE
SUBJECT: PER DIEM, TRAVEL & MILEAGE ALLOWANCES

This Policy upon adoption, replaces Council Per Diem, Travel & Mileage Allowances Policy dated December 4, 2007.

1. General Terms

i. Same day and overnight out-of-town travel for staff requires the prior approval of the Department Head and is subject to provisions within the budget.

ii. Out of Province and Out of Country travel requires the prior approval of the Chief Administrative Officer or Council unless authorized by another District Policy or Bylaw.

iii. For all staff travel expense claims not listed in this Policy, reimbursement must be approved by the Department Head, Finance Officer or Chief Administrative Officer. Department Head's and Finance Officer's expense reimbursements must be approved by the Chief Administrative Officer.

iv. All claims for expenses and advances must be signed by the employee or Council members who incurred the expense.

v. Any accidents or injuries incurred while travelling for District purposes via any method of transportation must be reported the District office within two business days.

vi. A "Metropolitan Centre" is defined as any Capital city of any Canadian province or U.S. state, or with a population greater than 180,000, as per the most recently available Statistics Canada data, unless otherwise stated in this Policy.

vii. Alcoholic beverage expenses will not be considered for reimbursement.

viii. Parking fees may be submitted for reimbursement.

2. Per Diems

i. Per Diem for meals (in U.S. funds where applicable):

Zone	Breakfast	Lunch	Dinner
a – Vancouver Island, Lower Mainland (incl. Whistler) & other metropolitan centres outside	$ 20.00	$ 30.00	$ 41.00

of BC			
b – All other areas	$ 15.00	$ 25.00	$ 36.00

ii. The per diem rate does not apply where a meal is provided at the function attended.

iii. Submittal of receipts is not required for meal claims in the amount of or less than the per diem allowance(s).

iv. Where actual costs exceed the per diem rate, approval for reimbursement must be obtained from the Finance Officer or Chief Administrative Officer (CAO) based on receipts provided for expenditures.

3. Travel Reimbursement While Using a Personal Vehicle

i. Mileage is set at .68 cents per km. for travel reimbursement while using a private vehicle.

ii. All traffic and parking offence fines incurred are the responsibility of the employee or Councillor travelling for District purposes.

4. Travel by Airline

i. Travel by Airline reimbursement is limited to the equivalent of economy airfare plus related ground transportation.

ii. Checked baggage over and above the included allowance in the airfare cost, travel insurance, cancellation, change in schedule or other airline fees, must have prior approval from the Finance Officer or CAO, or be submitted as a written request for reimbursement which will be considered for possible reimbursement at the discretion of the Finance Officer or CAO.

5. Hotel Reservations

i. Whenever possible, hotel reservations will be made by the staff person responsible to ensure that government/best rates possible are obtained.

ii. Hotel *Third Party Authorization Forms* may be completed by an authorized District Credit Card holder to secure any hotel reservation and to incur room rental charges, tax, parking and internet access for an employee or Council member who does not hold a District Credit Card in his or her name.

iii. Hotel charges for personal phone calls, movie rentals, and bar service will not be considered for reimbursement.

iv. A Council member or employee may stay at private accommodations while travelling for District purposes and may claim an allowance of $40 per night, without receipts, in addition to the per diem rates for meals.

v. Where a guest accompanies a Council member or employee on a trip, only the hotel single rate will apply within the claim for allowable expenses and no additional meal per diem will apply.

6. Policy Repeal

i. Council & Staff Per Diem, Travel & Mileage Allowances Policy dated December 4, 2007 is hereby repealed.

Amendment – September 27, 2017

The following clause is added as Section 1(ix):

1. ix. All approved expense reimbursement requests must be submitted to the Finance Department within the same fiscal year as the expense occurrence or within 30 days if the expense occurred in the month of December.

Amendment Approval by: ______________________
Colleen Hannigan, CAO