



POLICY P-15

Expenses and Reimbursement Policy

Adopted date: Oct 26, 2022	Amended date:	Next Review: 2027
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OBJECTIVE

This policy defines allowable expenses and the procedure to follow for reimbursement. The Van Anda Improvement District (VAID) recognizes the importance of having directors and employees keep up to date with changes in regulations and procedures regarding water purification and delivery for the citizens of Van Anda.

DEFINITIONS

- “Chair” is the elected or acting Chairperson of the Board of Trustees
- “District” means Van Anda Improvement District
- “Firefighters” shall refer to paid on-call Volunteer Firefighters and unpaid volunteers registered as a participating member of Van Anda Fire Department listed on the department roster

POLICY

The District will reimburse Trustees, Employees, and Firefighters for expenses incurred while involved in business for the District, travel, and training. VAID will refund reasonable expenses for attendance in meetings and workshops. All these expenses must be pre-approved.

Employee daily wages will be paid for training and workshops (rate of pay x number of hours in session) and does not cover travel time.

All receipts for expenses must be submitted with an expense reimbursement request form, except for minor expenses incurred by water operators and administration staff, whose receipts can be attached to their timesheet. Claims filed without receipts, or the necessary pre-approval will not be reimbursed.

Expenditures must be within the approved amounts as designated by this policy or the VAID Purchasing Policy, except with prior authorization. Prior approval shall not be required during an emergency incident for all reasonable expenses deemed necessary to mitigate the incident in the sole opinion of the Individual responsible for the department, being the Administrator, Senior Water Operator, Fire Chief or Chair.

Reimbursement claims for such expenses may be submitted to the Administrator or Fire Chief for review and approval on the Expense Reimbursement Request Form attached to and forming part of this policy. The Fire Chief will forward the approved reimbursement claim to the Administrator for payment. The Fire Chief or Administrator will return any unapproved reimbursement claim to the individual with a full explanation of reasons for denial of reimbursement.

Companies or individuals hired by the District to provide in-house instruction or training shall obtain approval for billing additional expenses prior to incurring or billing such additional expenses. Reimbursement request forms may be obtained from VAID administration office and must be completed and signed by the individual with original itemized till receipts attached for the expenses claimed. VISA or MasterCard receipts are not valid for reimbursement.

Expenses eligible for reimbursement include, but are not limited to:

- VAID business (e.g. picking up supplies, professional services)
- course registration fees and charges;
- course materials and textbooks;
- accommodations and lodging;
- meals and refreshments; and
- travel, including taxi fare, air fare, ferry fare and mileage.

Course costs and expenses will be paid by the District, except when:

- the individual has not received prior approval or instruction to participate at the expense of the District in writing; or
- the individual instructed to attend fails to be in attendance, or otherwise fails to complete the duties or courses without reasonable cause.

Mileage reimbursement rates shall be the current rates as established from time to time by the CRA

Excluded reimbursements include but are not limited to:

- reimbursement claims exceeding the limits set out in policies as noted above;
- accommodation or lodging changes or upgrades without prior authorization;
- rental vehicle upgrades without authorization;
- alcoholic refreshments of any type;
- personal effects or clothing; except for just cause, example - lost luggage; and
- any optional or personal purchase or expense not directly required for the performance of assigned duties or participation at approved training courses.

SCOPE

District Employees, Trustees, Contractors, First Responders; any evaluators or instructors providing in-house instruction.

PROCEDURE

1. Whenever possible the District will pay expenses directly (i.e. conference fees, hotels, meals).
2. Travel reimbursement:

POLICY P-15

- a. The rate per kilometer is set by the CRA. Mileage is paid for all private vehicles used to transport personnel to approved events. Mileage is NOT paid for travel between home and work.
- b. Ferry costs will be reimbursed at the rates applicable to the attendee (use of Experience Cards, free senior travel, etc.).
- c. Carpooling is expected, where possible. Where two or more are travelling to an event, and one person wishes to extend their stay (at their own expense) and/or travel separately, that individual's additional travel expense will not be covered by the District.
3. Meal allowances as determined in the Expense and Reimbursement Policy follows:
 - a. Meals to a maximum of \$23.00 each
 - b. Maximum of 3 meals per day
 - c. No reimbursement will be made for alcoholic beverages.
4. Hotel costs will be reimbursed fully (trustees and employees to stay at the most reasonably priced within reasonable proximity).
 - a. Nightly rates exceeding \$150.00 must be pre-approved.
 - b. When booking please ask if discounts are available that you qualify for (local government rates, BCAA, etc.).
 - c. The nightly rate will be covered by the District. Defined charges such as movies, room service, or pet rates will not be reimbursed.
 - d. It is the responsibility of the attendee (Trustee, employee, Volunteer) to contact the Administrator or the hotel directly to cancel the room if they will not be arriving at the hotel on the date of the reservation. If the room is not cancelled, the hotel invoice will be charged back to the attendee.
 - e. Attendees are to review their hotel bills for accuracy and sign the invoice (wherever possible).
 - f. Parking expenses will be reimbursed. If parking was not included in the nightly rate, please ensure that rates are reflected on your bill; or that a receipt is obtained.
5. Expense Claims must be submitted to the Administrator, Fire Chief or Board Chairperson for approval. Any discrepancies or concerns will be addressed with the Board of Trustees. The form is then forwarded to administration for processing and payment.

RELATED DOCUMENTS

- VAID Purchasing Policy

FORMS

- Expense Reimbursement Request Form
- Policy Agreement Form