

# COWICHAN BAY WATERWORKS DISTRICT

## POLICY

---

**SUBJECT:** Travel/Employees Recovering Expenses      **POLICY NO:** CBWD 20-08-20  
While Attending Seminars, Training,  
Or While On District Business

**DATE:** August 20, 2020      **PAGE:** 1 OF 2

---

**PURPOSE:** To establish the Cowichan Bay Waterworks District policy and conditions relating to expenses that can be recovered by either trustees or employees while attending seminars, training or while on district business.

**POLICY:** The Cowichan Bay Waterworks District (CWBD) recognizes that from time to time it may be necessary for trustees and employees to incur expenses on district business. In the event that this should occur, CBWD will reimburse the following;

1. **Personal Use of Vehicle:** the district will pay 59 cents per kilometer. Staff who receive a monthly vehicle allowance will qualify for personal vehicle use reimbursement under the following conditions: attending an out-of-town seminar, out-of-town training, or out-of-town district business. Employees reimbursement must be approved by the trustees prior to incurring the expense.
2. **Meal/Per Diem Allowances:** The district will reimburse trustees and employees for meals by per diem reimbursement while travelling on the employer's business or training as per the Province of British Columbia Government of BC current Appendix 1 – Travel Allowances, Employee Group 111. Employees will not be paid a wage during their meal break.
  - a. Breakfast Only \$22.75
  - b. Lunch Only \$22.75
  - c. Dinner Only \$30.50
  - d. B & L Only \$33.25
  - e. L & D Only \$41.00
  - f. B & D Only \$41.00
  - g. Full Day \$51.50
  - h. Full Day meal allowance – qualifying between 7:00 am and 6:00 pm
3. **Wages:** The district will pay employees for the actual time they attend a seminar, training or while on district business including the time to travel to and from the event. In the case of out-of-town events, staff will not be paid a wage for a time spent outside of the seminar, training, or district business.
4. **Acceptable Parking Charges:**
  - a. Where a private vehicle is used for the employer's business or training. Receipted parking charges will be reimbursed.
5. **Accommodation Charges:**
  - a. Reimbursement of accommodation expenses will be paid by the employer for approved business or training.

- b. Where private lodging with family or friends is used for business or training, reimbursement of \$50.00 maximum per day may be claimed.
- 6. **Claims:** Receipts for all expenses (excluding mileage) must be submitted to the office within 7 days of incurring the expense.
- 7. This Policy repeals Policy No: CBWD 25-08-08

I HEREBY CERTIFY THAT the foregoing is a true copy of Policy Number CBWD 20-08-20 Adopted by the District and sealed with the District seal on the 20<sup>th</sup> day of August, 2020.

---

Chair, Lewis Penney

---

District Administrator, Caroline Stillinger