



**TOWN OF OAKVILLE  
FINAL TRAVEL AND CONFERENCE EXPENSE SUBMISSION**

Name:	Employee #:	Date (m/d/y):	Acct. #: -5411
Name of Conference:		From (m/d/y):	To (m/d/y):
Location:		Department:	

See reverse for allowable expenses (For U.S. expenditures, foreign exchange will be converted using prevailing exchange rate at time costs were incurred)

	Total Expenses in Canadian Funds (A)	Expenses Paid by Town Visa and incl. in PCOS edit list or via Accounts Payable (B)	Expenses Paid by Employee (A)-(B)
REGISTRATION FEES			
TRANSPORTATION (check x) Air <input type="checkbox"/> Rail <input type="checkbox"/> Car <input type="checkbox"/> km			
HOTEL (single) – attach receipt			
MEALS/GRATUITIES (refer to back of page)			
LOCAL TRAVEL – Parking/Taxi			
OTHER (specify)			
<b>TOTALS</b>			<b>(C)</b>
EMPLOYEE Signature: _____ Date: _____	DEDUCT: Personal Expense		<b>(D)</b>
	<b>NET AMOUNT DUE TO EMPLOYEE OR (OWED TO TOWN) (C) - (D) =</b>		<b>(E)</b>

APPROVED BY:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by Accounting: \_\_\_\_\_ Date: \_\_\_\_\_

**RECEIPTS MUST BE ATTACHED TO FINAL SUBMISSION, PCOS ORIGINAL RECEIPTS MUST BE ATTACHED TO MONTHLY EDIT LIST WITH COPIES ATTACHED TO THIS FORM.**

Final submission must show actual TOTAL conference costs

PLEASE ALLOW 14 WORKING DAYS FOR APPROVALS AND PAYROLL CHEQUE PROCESSING

FINAL SUBMISSION MUST BE MADE WITHIN 15 DAYS AFTER THE EVENT.

ANY REIMBURSEMENT WILL BE PAID AS A NON-TAXABLE PAYMENT ON YOUR BI-WEEKLY PAY CHEQUE (FORWARD FORM TO PAYROLL DEPARTMENT)

**ADVANCES:**

The Finance Department is authorized to advance money to a delegate authorized to attend conferences. Advances must be submitted to Finance on an **Employee Reimbursement Form** in sufficient time to allow the payment to be processed through the Payroll system in accordance with the bi-weekly payroll schedule. The amount of the advance will be calculated based on the duration of the conference/seminar multiplied by the maximum per diem rate allowed by the Town of Oakville for attendance at the conference. Copy of the conference agenda must be included.

Accounts Payable will process USA advances in USA funds.

## SUMMARY OF CONFERENCE POLICY 01-01-05 & GUIDELINES

Details of the complete policy are available on the Town's Intranet/ Internal Resources/ Corporate Policies

### ALLOWABLE EXPENSES

#### Registration

- Out-of-Province conferences/seminars must be pre-approved by CAO and Department Head **prior** to registration. Employees with a pre-existing medical condition should obtain documentation from their doctor stating their condition is stable to ensure Out of Country Health Coverage is valid.
- All other registrations must be approved by Department Head.
- Receipts must support registration fees for seminars and conferences and where daily allowances are being claimed; an itinerary of the seminar/conference must be submitted with original claim.

#### Transportation

- Car mileage is claimable at the current per kilometer rate.
- Air travel costs to and from the event will be reimbursed to a maximum of economy airfare. Advance bookings and other discount airfare should be used where possible and appropriate.

#### Hotel

- Receipt must be attached. Any personal expenses should be clearly identified on the invoice and deducted under personal expenses. (Box D)
- Only single room rate is claimable. The difference between the double and single room rates must be deducted under personal expenses. (Box D)
- Overnight accommodation is authorized, if the conference or seminar is a minimum of 160 km from Oakville, or with special permission from the Department Head.

#### Meals and Gratuities

A daily allowance of \$100 Cdn./U.S. may be claimed to cover the cost of meals, gratuities, personal telephone charges and other incidental expenses not covered by the Registration, Transportation and Accommodation Clauses of this policy, only when overnight accommodation is required. Where some meals are provided, the per diem will be reduced by the amount reflected below:

Breakfast	\$ 15.00	Lunch	\$ 25.00
Dinner	\$ 35.00	Incidentals	\$ 25.00

#### One-Day Seminars

- Meal Allowance – up to a maximum of \$35.00/day- receipts required.
- No advances issued, mileage is calculated from place of business, parking fees must be substantiated with receipts.

#### Local Travel

- Ground transportation to and from the airport and hotel, to an amount of \$30, is claimable without a substantiating receipt. Any costs in excess of \$30 must be supported.
- Receipts must support costs incurred for taxi fare.
- Parking charges must be substantiated.

#### Exchange Rate

- Where conference/seminars are attended in the U.S.A, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time costs were incurred.

#### Authorization

- The Town Manager and each Department Head may grant approval for his/her staff to attend a conference on Council's approval of the annual budget, and shall be responsible to ensure the Department Conference Budget is not exceeded.

*ALL CONFERENCE EXPENSES MUST BE CHARGED TO A 5411 OBJECT CODE  
Remit form to Payroll Section, Finance Department*