

# Mayne Island Improvement District

## Expense Reimbursement Policy

### **POLICY STATEMENT**

The Mayne Island Improvement District (MIID) will pay or reimburse approved expenses of Trustees, MIID Staff and Fire Department volunteers incurred during the performance of their employment and duties including approved training courses.

### **SCOPE**

Mayne Island Improvement District Staff, Trustees, Contractors, paid on-call Volunteer Firefighters; unpaid Volunteers registered as a participating member of Mayne Island Fire Rescue listed on the department roster; any evaluators or instructors providing in-house instruction.

For purposes of this policy the term “Firefighters” shall refer to paid on-call Volunteer Firefighters and unpaid volunteers registered as a participating member of Mayne Island Fire Rescue listed on the department roster.

### **PROCEDURE**

MIID Staff, Trustees, Contractors, and Firefighters are authorized to make expenditures in cash or by MIID charge accounts and company credit card as required for performance of their employment, ordinary or extraordinary duties, and attendance at approved training courses or MIID related events. Expenditures must be within the approved amounts as designated by this or the MIID 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 Fire Chief, or in the Fire Chief’s absence; the sole opinion of the Officer in Charge.

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

Work Experience Volunteers are generally not eligible for reimbursement of personal expenses related to the duties of the Mayne Island Fire Rescue Work Experience Program, except by prior approval of the Fire Chief.

Companies or individuals hired by Mayne Island Improvement District and Mayne Island Fire Rescue 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 MIID Staff 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.**

Reimbursements for missing receipts will be authorized on an exceptional basis at the discretion of the Corporate Officers or the Fire Chief. In such case, the reimbursement form must be accompanied by a signed declaration documenting the expense (see Form B attached) which must be signed by the Corporate Officers or the Fire Chief.

In the interest of accountability and transparency, all expenses related to food and beverage purchases must be submitted to the Corporate Officer with the completed Food and Beverage Expense Form C.

1. Expenses eligible for reimbursement include, but are not limited to:
  - course registration fees and charges;
  - course materials and textbooks;
  - accommodations and lodging;
  - meals to a daily maximum of \$90.00 per individual;
  - travel, including taxi fare, air fare, ferry fare and vehicle fuel (if using an Improvement District vehicle); and
  - mileage at the rate of \$0.68/km if using a personal vehicle with prior approval.
2. Course costs and expenses will be paid by the Improvement District, except when:
  - the individual has not received prior approval or instruction to participate at the expense of the Improvement 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.
3. Mileage reimbursement rates shall be the current rates as established from time to time by the Mayne Island Improvement District Board of Trustees.
4. 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
  - any optional or personal purchase or expense not directly required for the performance of assigned duties or participation at approved training courses;
  - Gifts;
  - Gift cards;
  - Personal expenses of any kind.

#### **FORMS**

- Reimbursement Request – Form A – Travel & Expenses
- Reimbursement Request – Form B – Missing Receipt
- Food & Beverage Expense – Form C – Food & Beverage

The completion of these form ensures transparency and accountability to the tax payer.