

Corporate Policy and Procedure



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TAB: FINANCE AND ACCOUNTING
SECTION: BUSINESS EXPENSES
SUBJECT: ELECTED OFFICIALS' EXPENSES

POLICY STATEMENT Expenses incurred by elected officials while acting as members of Council are paid by the City, subject to the limitations and restrictions outlined in this policy.

PURPOSE Elected officials are accountable to the public and are responsible for ensuring that their expenses are reasonable, appropriate, and within budgeted amounts.

This policy outlines the expenses which will be paid by the City and provides information on payment and approval methods. Any expenses not explicitly identified in this policy are not eligible for funding by the City.

SCOPE This policy applies to all expenses incurred annually, unless otherwise noted in this policy, by the Mayor and councillors while conducting official City business and performing their duties as elected officials.

PUBLIC NOTICE On a monthly basis, Corporate Finance will prepare an Elected Official Expenditure Summary. For public transparency purposes, the Elected Officials' Expenditure Summary will be posted quarterly on the City's website, following distribution to elected officials for review and subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), as amended.

EXEMPTIONS Council may grant exemptions for expenditures not provided for in this policy at the request of an elected official.

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EXCLUDED EXPENSES

The following list of expenses are excluded from this policy, as they are accounted for through other City of Mississauga Corporate Policies, by-laws or budget provisions:

- Elected officials Salaries and Benefits - (refer to the Remuneration By-Law - 0511-2002, as amended);
- Council Support Staff Expenses (e.g. salaries and related payroll costs; mileage; staff training and development; office supplies and office equipment rental);
- Vehicle allowance for councillors (refer to the Remuneration By-Law 0511-2002, Appendix A, as amended);
- Mayor's vehicle costs - (refer to Corporate Policy and Procedure - Finance and Accounting - City Vehicles Provided for Business and Personal Use);
- General Office Supplies (e.g. office consumables such as stationery, office supplies, printer cartridges/toners, CD's, memory keys/USB storage devices and similar types of expenditures) which may be charged to a corporate assigned budget; and
- Attendance at Functions as a City representative specifically approved by Council. In these cases, costs related to attendance will be charged to a designated corporate operating budget.

INELIGIBLE EXPENSES

While not an exhaustive list, the following items are examples of expenses that are the responsibility of the individual elected official and are not eligible for reimbursement under this policy:

- Personal expenses - expenses for goods or services of a personal nature, such as grooming; invitations to meals or events with friends;
- Tickets - raffle tickets, table prize tickets and other gaming tickets;
- Beer, alcohol, wine purchases;
- Provincial Offence fines or parking tickets;
- Passports;
- Expenses of a spouse or companion who accompanies an

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elected official to a conference, seminar, workshop or convention, unless the expense is associated with the Business Meals and Entertainment section of this policy;

- Election Campaign Expenses: As of June 30th of an election year, any costs associated with an election campaign, including:
 - the production or distribution of campaign literature or materials. Newsletters may not be distributed after June 30 of an election year.
 - communications services expenses or use of City facilities, materials or equipment for election campaigning purposes.

Note: Costs associated with published telephone, pager or fax numbers, or published e-mail addresses used in conjunction with campaign information and communications are considered election related and are not funded through the elected officials' expense budget. Elected officials are responsible for declaring any communication services expenses which have been paid by the City, but used for campaigning purposes, and the City must be reimbursed.

ELIGIBLE ELECTED OFFICIALS' OPERATING BUDGET EXPENSES

GENERAL BUDGET INFORMATION

As part of the annual operating budget approval, a budget amount is established for elected officials' discretionary expenses. This budget is to cover expenses incurred by each elected official while conducting City business or promoting the City, including funding for councillor newsletters, as well as other expenses. Each elected official may choose how to allocate their budget, based on their business needs, in accordance with the eligibility provisions of this policy.

Elected official expense budgets are analyzed and reports are distributed monthly to the Mayor and Members of Council by the

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Finance Division, Corporate Services Department. Elected officials are ultimately responsible for the integrity and compliance of all expenses they claim under this policy. An elected official expense report is also presented to Council annually in accordance with the *Municipal Act, 2001 C.25*, Section 284.

Newly Elected Official - Office Setup Allowance

Whenever an elected official takes office as the result of an election or appointment, the new incumbent, in addition to a prorated portion of the annual elected officials' expense budget, will be entitled to a one-time start-up operating budget of up to \$2,000 to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationary and similar types of expenditures in order to create an office environment suitable to the elected official.

COMMUNICATION EXPENSES

Cell Phone, Home Telephone /Fax/Internet

The following monthly costs associated with the operation of communication equipment may be charged to the elected official's expense budget:

- one cellular or smart phone service plan for City business use, including air time or data charges;
- service plan for one City standard tablet/notepad or equivalent device; and
- the costs of home communication lines and related service plans (i.e. one home telephone/fax line, one home Internet line), when the use is primarily for City business.

Elected officials are responsible for ensuring that bills for these home services are in the name and address of the elected official and not that of the City. Elected officials may either charge the bill to their City-issued procurement card (PCard) or pay the service provider directly and submit the expense to the City as an Incidental Expense Report Form E2421 reimbursement.

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Note: The City will not be responsible for any late payment charges.

General Communication With Constituents

The following eligible expenses related to communication and paid through the elected officials' expense budget include:

- expenses incurred in the communication of City and/or ward issues or items of interest to constituents;
- expenses related to the publication and distribution of ward-related newsletters, greeting cards, or other business and ward related notices; and
- newspaper columns/ notices; or advertisements.

Websites - City and Ward

Costs associated with development, licensing and maintenance and support of an elected official's external website in order to carry out his or her duties of office are eligible for reimbursement.

The City provides maintenance and support for the elected official's City website.

Facility Rentals

Elected officials may charge reasonable facility rentals to their expense budget, either to host events or to support community group events. Funding of facility rentals or rooms for ongoing regular meetings of a specific group is not eligible. (e.g. a community group's weekly meetings).

Floral Arrangements

Floral arrangements, to a maximum of \$250 per event, are eligible. Charitable donations in lieu of a floral arrangement may be substituted at the elected official's discretion. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.

EQUIPMENT AND OFFICE ACCESSORY EXPENSES

Support Staff Cell Phone Costs

Elected officials may charge support staff cell phone costs not covered by the elected officials' support staff budget to their

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expense budget.

Office Accessories and Furnishings

City office accessories and furniture items (e.g. desk lamps, plants, mini-fridge, art, picture/certificate framing, coffee makers), briefcases, purchased publications (e.g. maps, guide books), and other reasonable office items may be charged to the expense budget at the elected official's discretion. Furniture, furnishings, office décor and equipment items are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.

Miscellaneous Equipment

Reasonable miscellaneous equipment considered necessary to carry out the duties of office or for ward events, such as GPS equipment, hand-held device chargers or carrying cases, tents, portable signs and event equipment, will be eligible for reimbursement. Equipment purchases are deemed to be City property. The elected official may purchase these items at depreciated value, as determined by Finance, should the elected official leave office.

BUSINESS MEALS AND ENTERTAINMENT

Business Meals and Tickets

Reasonable expenses associated with the entertainment of business contacts, such as business meals (e.g. meetings conducted during normal meal periods) or tickets to retirement events, banquets, fundraisers, or other entertainment events, will be reimbursed when the attendance or entertainment is considered to be necessary for the advancement of the interests of the City or to support a local community group.

Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending.

Business Meeting Refreshments

Reasonable expenses associated with providing coffee, refreshments, snacks or sandwiches for community or business

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meetings are permitted.

Prepaid Season Tickets

Elected officials may purchase pre-paid season tickets to an entertainment facility (e.g. Mississauga Majors Hockey Club) if the use is intended for ward or City business-related purposes.

When pre-paid season tickets are purchased and used as business entertainment or given to a community group, the elected official will be responsible for providing Finance with a list of “intended” recipients of the tickets for the entire season with their monthly incidental expense reimbursement, or alternately, they may provide Finance with a detailed list of all “actual game” recipients during or at the end of the season.

The elected official will be responsible and accountable for providing this list to Finance for record and audit purposes.

Hospitality

Elected officials may incur expenses as the result of being required to extend hospitality to external parties as part of their official duties and/or when attending functions. Elected officials may be reimbursed for hospitality expenses for meetings that include:

- a. engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contacts and other third parties in discussions on official matters;
- b. providing persons from national, international and charitable organizations with an understanding and appreciation of the City of Mississauga or the workings of its municipal government;
- c. honouring persons from the City in recognition of exceptional public service and staff appreciation events;
- d. recognition events for various agencies, boards and commissions of the City; and
- e. ratepayers associations, minor league sports associations and

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other community groups.

Spouse or Companion
Expenses

An elected official's spouse or companion may be included as a guest when claiming business entertainment expenses, at the discretion of the elected official.

ATTENDANCE AT FUNCTIONS

Conferences, Seminars,
Workshops, Conventions

Elected officials may charge expenses incurred to attend functions such as conferences, seminars, workshops, courses, conventions and formal study tours related to City business, including transportation (e.g. limo or taxi service to the airport), parking, trip cancellation insurance, registration fees or tickets, meals and accommodation, and incidental expenses (e.g. tips, currency exchange fees) to their operating budget. Receipts, if normally provided, are required.

The following restrictions and exceptions apply to payment of expenses while attending functions on City business:

- A copy of the registration form, where applicable, must be provided. The copy of the registration form will be used to confirm such items as dates of required travel and/or accommodation and eligibility for per diem payments.
- Transportation by air, rail or bus will be reimbursed at the lowest available price. For flights in excess of five hours, elected officials may choose business class travel. Claims for air travel must be supported by boarding passes.
- Car rentals for use while on an out-of-town business trip will be reimbursed only if the cost of the rental does not exceed the cost of taxi fares for the same purpose. A cost justification for the rental car must be included with the claim.
- Expenses incurred when using a personal vehicle for travel to attend a function located at least 100 km (60 mi.) from the

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City will be reimbursed at the City's standard car allowance rate established for City staff.

- Accommodation will be reimbursed at the lesser of the room rate charged for the function or the hotel's rate for a standard room.
- Meals and miscellaneous expenses will be reimbursed at actual costs upon submission of appropriate receipts. Alternatively, when an overnight stay is required, these expenses may be reimbursed on a per diem basis, with no receipts required, at a maximum rate of \$60.00 per day including travel days (US\$60.00 if the function takes place outside Canada).
- The expenses of a spouse or companion will not be reimbursed unless the expense is associated with the Business Meals and Entertainment section of this policy.

CONTRIBUTIONS AND DONATIONS

To Community Groups

Formal sponsorship of groups or organizations is available through the Corporate Grant Program.

However, elected officials may charge the donation of items or services or financial contributions towards specific events, activities, programs or fundraising initiatives of local groups to their expense account, to an annual maximum of \$500 per group. Examples of eligible expenses include the purchase of fundraising items, the cost of a room rental or refreshments, payment of reasonable event entertainment expenses on behalf of the group, or financial contributions to support a specific program or initiative of the group. The activities of the group being sponsored should be of benefit to the local community.

Expenses related to the sponsorship of teams or individuals, such

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as the provision of uniforms or equipment, or on-going financial support, will not be reimbursed.

Donations to national and/or international brand charities (e.g. Cancer, Diabetes, Lung Association, Heart and Stroke) will not be reimbursed, with the exception of donations in lieu of flowers for funerals. Any donation tax receipts received by the elected official for these donations are to be sent to the Accounting Supervisor, Finance Division, once received.

Golf Tournaments and Charity and Community Events

Reasonable expenses associated with buying tickets to sponsor, attend, or support a community golf tournament, community event or charity event will be reimbursed when such entertainment is considered to be beneficial for the advancement of the interests of the City or support of a community organization. Requests for reimbursement must include the purpose of the function, and the name(s) of the individual(s) attending, if known, or the organization whose members will be using the tickets purchased.

MISCELLANEOUS EXPENSES

Staff Recognition

Reasonable expenses associated with the recognition of staff, such as business lunches, tickets to community events or small gifts of appreciation will be reimbursed when such expenditures are considered to be appropriate as a means of rewarding the efforts of staff. Recipients must be listed on the receipt provided for reimbursement.

Souvenirs and Give-Aways

City souvenirs and give-aways of nominal value are available for distribution at the discretion of each elected official and may be ordered on a charge-back basis from Central Stores. Elected officials may fund promotional items that carry the elected official's contact information, and/or identify the elected official, through their expense account, provided that the items will be not be distributed or used after June 30 of an election year.

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Nominal gifts for special business related occasions (e.g. retirements, work anniversaries, taxpayer or community group recognition) are eligible for reimbursement.

Campaign materials cannot be charged to the City.

Tips

Reasonable tips are permitted for the acquisition of business related services such as transportation and business meals.

407 Charges

407 toll charges, including the cost of a transponder, will be eligible when used for City business purposes. Elected officials are responsible for ensuring that bills are in the name and address of the elected official and not that of the City. 407 bills may be charged to a City procurement card or paid by the elected official directly to the service provider and submitted to the City as an Incidental Expense Report reimbursement, Form E2421.

Parking Expenses

Parking expenses for City related business are eligible for reimbursement.

WARD EVENTS

Ward Initiated Community Events

Elected officials may charge reasonable expenses related to the support of ward initiated community events (e.g. refreshments and entertainment for events such as picnics, fairs, yard sales, skating parties; facility rentals), to their specific operating expense budget. Any fundraising for a ward initiated community event must be managed independently, without involvement of City resources and with no funds being held by the City for this purpose.

MEMBERSHIPS AND SUBSCRIPTIONS

Memberships

Membership fees to organizations or associations deemed by the elected official to be relevant to his or her work will be eligible for reimbursement of up to a total of \$500 annually, through the elected official's expense account.

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Subscriptions Subscriptions to magazines and newspapers to assist the elected official in his/her role will be paid by the City.

ELIGIBLE CAPITAL EXPENSES

Capital Expenses Capital equipment is provided to elected officials' offices within the Civic Centre, in accordance with standard City practices.

The costs of City-standard capital equipment (office furniture and furnishings, computer and communications equipment, e.g. cell phone, smart phone, laptop, desktop PC, tablet/notepad) are charged to the appropriate Information Technology or Facilities and Property Management capital budget account.

Requests for furniture or furnishings must be forwarded to the Director of Facilities and Property Management for approval prior to purchase.

Requests for computer or communications equipment must be forwarded to the Director of Information Technology for approval prior to purchase.

Refer to the Non City-Standard Equipment and Items section below for guidelines on the purchase of non City-standard communications equipment.

Non City-Standard
Equipment and Items

Elected officials who choose to purchase communications equipment, such as cell phones, smart phones, tablet/notepads, laptops, desk top computers or ancillary devices (e.g. headsets and cases) that differ from or exceed standard City-provided equipment may utilize their elected officials' expense budget or choose to personally absorb the cost. The amount that exceeds the cost of the equivalent item at City standard, as determined by the Director of Information Technology, will be charged to the elected official's expense account.

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Items purchased through the elected officials' expense budget remain the property of the City until they have been fully depreciated.

Non City-standard equipment will not be supported (i.e. maintenance, troubleshooting) by the City's Information Technology staff.

Eligible Civic Centre Equipment

Elected officials are entitled to the following Civic Centre City-standard capital equipment for business use:

- one smart phone or cell phone and related in-car installation; and
- one laptop or desktop computer for Civic Centre office.

Eligible home office equipment is listed below.

Eligible Home Offices - Furniture

The following City-standard furniture will be supplied for home offices through the Facilities and Property Management Division:

- one workstation/desk including keyboard tray;
- one chair;
- one printer stand;
- one three-drawer filing cabinet.

Alternatively, elected officials may purchase non City-standard furniture of their choosing and request reimbursement by the City. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the Director, Facilities and Property Management Division.

Eligible Home Office Computer and Equipment

The following City-standard computer and communications equipment, and set up and installation, will be supplied for home offices through the Information and Technology Division:

- one laptop or desktop computer or tablet and related hardware and software;
- one multi-function printer/fax/photocopier/scanner;

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- one business telephone line and phone set; and
- one fax line.

Technical support for City-standard equipment and software will be provided by the Information and Technology Division. Refer to the Non City-Standard Equipment and Items section of this policy for information on the purchase of non City-standard communications equipment.

Replacement/Upgrade/ Refurbishment of Capital Equipment and Furniture

Capital equipment and furniture will be replaced, upgraded, or refurbished in accordance with City standards. For the purposes of replacement/upgrade/refurbishment and depreciation, all furniture will be deemed to have a 12-year life span; computer and communications equipment will be deemed to have a four-year life span. All capital equipment and furniture provided by the City will remain the property of the City until it has been fully depreciated.

Replacement of any City-standard capital item prior to reaching its full life span is contingent upon the return to the City of the item to be replaced, unless the Director of Information Technology or the Director of Facilities & Property Management, as appropriate, deems the item to have no value to the City.

Where an elected official is reimbursed for non-standard furniture, the furniture need not be returned to the City. However, if the furniture is to be replaced or refurbished prior to the expiry of the 12-year life span, the elected official will be required to repay a percentage of the amount previously reimbursed. To facilitate this repayment, the reimbursement of the costs of new furniture or the costs of refurbishing existing furniture will be reduced by the amount of the repayment. The amount of the repayment will be determined by the following formula:

$(A \div 12) \times B$ (where *A* = the amount previously reimbursed and *B* = the number of years remaining in the 12-year life span)

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Elected Official No Longer in Office

When the elected official is no longer in office, capital equipment and City-standard furniture must be either returned to the City or purchased at its depreciated value as determined by the Finance Division in consultation with the Facilities and Property Management Division or the Information Technology Division, as appropriate. Where the City has reimbursed an elected official for non-standard furniture, the elected official will be required to repay a percentage of the amount that had been reimbursed, according to the repayment formula above.

CLAIMS, APPROVALS AND REIMBURSEMENTS

How to Claim

Detailed procedures for obtaining services offered in-house and for submitting expense claims are available from the Finance Division, Corporate Services Department. General information is provided below.

Receipts/Proof of Payment

Original receipts from the vendor are required for all expenses unless otherwise noted, or unless a receipt is not normally provided for the expense. To avoid duplicate payments, copies of receipts are not acceptable. Copies of invoices, credit card slips or statements, or Interac payment slips (Purchase of Sale slips) are not acceptable as receipts. If a receipt is not normally provided by the vendor (e.g. for public transportation or tips) reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included on the expense claim form.

Internal Charge-back for Services Provided by the City

Expenses related to services provided in-house, such as City facility or picnic table rentals, printing and photocopying, and the purchase of City inventory items through SAP, the City's financial system, will be charged to the account number provided with the requisition. No additional authorizations are required.

City Procurement Card (PCard) Purchases

Procurement cards (PCards), issued for purchases related to conducting City business are the primary and preferred methods used for direct payment of goods and/or services. PCard

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purchases must be conducted within assigned spending limits and must be used in accordance with all requirements of this policy and the requirements of Corporate Policy and Procedure - Business Expenses - Procurement Cards. Electronic PCard statements must be completed with adequate expense details and submitted on a monthly basis, in accordance with the schedule provided by Accounts Payable. All supporting documentation must be retained for a minimum of 24 months and made available when requested.

Cheque Requisition

Goods or services that are not ordered through SAP and that cannot be paid by City procurement card may be paid for by a cheque issued directly to the vendor. Form E195 - Cheque Requisition must be submitted to Accounts Payable, with supporting documentation. Refer to Corporate Policy and Procedure – Finance and Accounting – Cheque Requisitions for more information.

Reimbursement of Out of Pocket Expenses

Requests for reimbursement of out-of-pocket expenses not charged to a City procurement card may be made using Form E2421 - Incidental Expense Report. Expense claim forms should be submitted to Accounts Payable no later than the 15th of the month following the month in which the expense was incurred.

Accounts Payable processes payment for out-of-pocket expenses once per month. Elected officials may contact the Manager, Financial Services, to request more immediate payment for expense claims in excess of \$1,000.

Request for Travel Advances and Statement of Expenses

Travel expenses to attend functions on City business may be paid as an advance using Form 461 - Request for Travel Advances and Statement of Expenses or actual expenses incurred may be charged to a PCard, in which case an advance will not be provided.

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If an advance is provided, the actual expenses must be reconciled with the advanced amount, and the form returned to Accounts Payable within 10 days of returning from the function. The elected official is responsible for reimbursing the City for any funds which were advanced in excess of eligible expenses. Whether or not advances are made, when an overnight stay is required, the expense claim must be made using Form 461. If no payments are made in advance, and if an overnight stay is not required by the function, the expenses may be reported using an Incidental Expense Report - Form E2421.

Approval

All expense claims for the Mayor will be reviewed for compliance with this policy by the City Manager or, in the absence of the City Manager, by the Commissioner of Corporate Services and Treasurer. All expense claims for councillors will be reviewed for compliance with this policy by the Commissioner of Corporate Services and Treasurer, or designate.

Elected officials are required to repay the City for any expense claims in excess of the annual budget amounts that are not approved by Council.

REFERENCE:

GC-0299-2006 – 2006 04 26
CA-0112-2009 – 2009 05 27
2011-03-16 Housekeeping – revise Form 180a to E2421
GC-0323-2012 – 2012 05 09

LAST REVIEW DATE:

May, 2012

CONTACT:

For more information contact Financial Services, Finance Division, Corporate Services Department.