

## POLICY STATEMENT AND REGULATIONS

**Number: 100.1**

### REIMBURSEMENT OF EXPENSES

Members of Council and Municipal Staff will be re-imbursed reasonable expenses while engaged on municipal business, subject to approval under Section 270 of the Municipal Act of British Columbia.

#### REGULATIONS AND PROCEDURES

1. Requests for re-imbusement of expenses shall be detailed on the form provided and submitted to the Finance Department within one month of the expenditure.

2. Mileage will be paid at the rate of \$ .50 per kilometer.

Where possible, municipal vehicles shall be used instead of personal vehicles.

Air fare will be reimbursed at actual receipted cost.

3. Accommodation will be paid at actual receipted cost.

4. Meals will be re-imbursed at actual receipted costs or as follows:

|           |         |
|-----------|---------|
| Breakfast | \$15.00 |
| Lunch     | \$20.00 |
| Dinner    | \$25.00 |

Meals included as part of a registration package will not be reimbursed in addition to the package cost.

Expenses incurred by staff must receive approval by the Administrator, and shall include the names of persons incurring the expense and the purpose of the expense.

5. Incidentals such as parking, taxis, etc. will be re-imbursed at actual receipted costs.

6. A copy of the program must be attached to all requests for payment of expenses relating to meetings, courses, or seminars.

7. Spouses expenses are not eligible for reimbursement.

Adopted: November 10, 2014