POLICY STATEMENT AND REGULATIONS

Number: 100.1
REIMBURSEMENT OF EXPENSES

1. POLICY OBJECTIVE

Members of council and municipal staff will be reimbursed reasonable expenses while engaged on municipal business, subject to the terms of the *Community Charter.*

2. SCOPE

This policy applies to members of council and District staff.

3. RESPONSIBILITIES

3.1 Council is responsible for approving this policy and any amendments to it.

3.2 The Director of Finance is responsible for ensuring expense claims are compensated in accordance to this policy.

3.3 All travel, conference, seminar, reception, entertainment and like expenses incurred by staff must have prior approval of the Chief Administrative Officer (CAO) or appropriate Department Director.

3.4 All expenses claimed by a council member must be approved by council or be in accordance with Policy 100.6 (Council Travel and Conferences)

4. MILEAGE

Mileage will be paid at the tax exempt per kilometre rate established by Canada Revenue Agency.

Where possible and practical, staff will use municipal vehicles instead of personal vehicles.

5. **AIR TRAVEL**

Airfare will be reimbursed at actual receipted cost and must be booked at economy rates. Travel to and from the airport at both the point of departure and the destination inclusive of airport parking are included as eligible expenses for reimbursement.

When council or staff elect to travel by automobile, reimbursement for the distance travelled shall be established at applicable mileage rates for the municipality plus applicable related expenses such as parking, ferry charges, and highway tolls, which in aggregate may not exceed the equivalent cost of air travel as defined above.

Where air service is not available, the most economical combination of alternative transportation shall be used.

6. ACCOMMODATION

Accommodation will be paid at actual receipted cost. Where possible, the provincial government rate or “special event” rate should be used.

7. PER DIEM

Eligible per diem expenses include:

Meals:

Breakfast	$18.00
Lunch	$24.00
Dinner	$45.00

Incidentals:

For each full day out of town on municipal business (must include an overnight stay) $10.00

Receipts are not required for eligible per diem (meals and incidental) reimbursement.

A meal expense may not be claimed for any meal included in the registration package.

8. OTHER EXPENSES

Other expenses related to business travel such as parking, taxis, telephone, etc. will be reimbursed at actual receipted costs.

Spouses expenses are not eligible for reimbursement.

9. APPROVAL OF EXPENSES

Expenses incurred by staff must receive approval from their Department Head or CAO, and shall include the names of persons incurring the expense and the purpose of the expense.

Expenses incurred by council must receive approval by the CAO.

Requests for reimbursement of expenses shall be detailed on the form provided and submitted to the Department Head or CAO within one month of the expenditure.

Amended: November 26, 2018.