

PERSONNEL

POLICY 3-01

EXPENSE REIMBURSEMENT POLICY

**Authorization: August 22, 2005 Council Resolution
Effective September 1, 2005; amended March 2008**

Policy:

1. Employees, elected officials and those who are appointed to represent Council attending Council approved conventions, seminars, or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
2. When employees, volunteers, or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be \$0.60 per kilometer.
3. Reasonable food expenses will be reimbursed upon presentation of an expense sheet with receipts attached. If no receipts are provided, the rate of reimbursement for food per day shall be \$6.00 for breakfast, \$8.00 for lunch, and \$12.00 for dinner. If meals are included in fees for the function attended, no reimbursement will be provided. If the person leaves home after 7:30 a.m. then the breakfast would not be included as it is believed that breakfast would be eaten before that time.
4. Extra-ordinary meal receipts, for events such as hosting a provincial or federal government official, shall be required along with an explanation for the event. Actual expenses will then be reimbursed.
5. Other incidentals, such as parking fees, National Park registration, etc., that are bona fide expenses, will be paid on receipt.
6. Reasonable rates for lodging will be paid upon receipts being provided with the expense claim.
7. If a Council member loses a receipt for an extraordinary expense, a unanimous resolution of Council shall be required to reimburse said expense.

Background:

The Village does not wish any employee or elected official to be out of pocket for expenses incurred as a result of attending Village business, but it wishes to ensure that expenses are within reason.