

Policy: **Travel, Meal and Miscellaneous Expenses**

Date Originally Approved: **February 27, 2003**

Motion: *“I so move to recommend the approval of the Policy number 2003 – 18
“Travel, Meal and Miscellaneous Expenses” as amended; to the Council of the Town of Steviacke.*

Date Amended June 28th, 2019

Policy Number: 2003 - 18

Policy Subject: Travel, Meal and Miscellaneous Expenses

Policy Objective

To provide procedures for the reimbursement of travel expenses, meal expenses and other approved expenses while on authorized out of Town business.

Policy

1. **Accommodation** expenses will be paid on the actual costs as indicated on the receipt. A reasonable class of Accommodation shall be selected where a choice is available.
2. **Mileage expenses** will be paid from the Town Office to the destination when personal vehicles are used for Town business. The expense rate, as set out in Schedule A, will be paid at a straight kilometer rate, with the rate being reviewed annually by the Town. When two or more individuals are travelling to the same destination, it is expected that they will travel together. However, when it is necessary, individuals may travel separately to the same destination for Town business, and each may submit mileage expenses for reimbursement.
3. **Meal expenses** will be provided on a per diem basis when individuals are on Town business as set out in Schedule A.
4. **Other expenses incurred** will be reimbursed, while out of town, on Town of Stewiacke business. Items for consideration would include, but not limited to; ground transportation, parking charges, toll charges and other small items.

There may be times when an individual may need an advance to cover out of pocket expenses when attending seminars, training courses, conventions, etc. These occasions may arise when a purchase order may not be appropriate. Therefore, when the estimated expense is over \$200.00, an advance of up to 75% of the estimate, will be made to the individual. When the individual returns, he/she must submit receipts with in 5 working days to account for the advance. If the expenses are less than the advance, the balance must be returned to the Town. If the expenses exceed the advance and valid receipts are submitted, the individual will be reimbursed for the same.

5. A **Statement of Travel Expenses** form must be signed and filed, along with receipts where appropriate, in order to receive reimbursement of expenses.
6. **Replaces** any and all Policies related to “Travel and Meal Expenses”.

Annotation for Official Policy Book	
Date of Notice to Council Members of Intent to consider: <u>August 2006</u>	
Date of Passage of Current Policy: <u>August 17, 2006</u>	
I certify that this was adopted by Council as indicated above.	
_____	_____
CAO / Clerk	Date