



Clear Hills County

Effective Date: **February 22, 2011**

Policy Number: **1127**

Title: **TRAVEL and EXPENSE POLICY**

1. Policy Statement

- 1.1 Clear Hills County will provide for reimbursement to Council, council committee/board members and staff for travel, meals, accommodations and subsistence expenses incurred during the performance of their duties.

2. Definitions

- 2.1 Official Meetings will include:
- a) Regular Council meetings.
 - b) Special Council meetings.
 - c) Policy and Priorities meetings.
 - d) Board or Committee meetings as appointed.
 - e) Approved workshops and conferences for appointed board members or staff.
 - f) Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- 2.2 Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Board/Committee Member, and staff in their personal vehicle while attending an official meeting, or an event that council has authorized attendance as per Policy 1126, section 3.4.
- 2.3 Reimbursement for overnight accommodation when approved to attend an official meeting, workshop or conference (receipts are required). If receipts are not available or if private accommodation is used, the Subsistence is the reimbursement of the personal expense to a Councillor/Board/Committee Member and staff while attending an official meeting. The following constitute as subsistence:
- a) Taxi, shuttle, air or bus fares;
 - b) Motel/Hotel;
 - c) Registration for any official meeting;
 - d) Personal Allowance which is paid for personal expenses when a Councillor/Board/Committee Member and staff is required to spend the night for any official meeting; and the allowance is for each full 24 hour period. Such expenses include tips for luggage handling, wear and tear on personal luggage, local call charges by hotel, laundry, and dry cleaning.
 - e) Private accommodations.

3. Travel Reimbursements

- 3.1 Councillors/committee/board members and staff shall be reimbursed for mileage and meals as per Sections 3 and 4 when attending approved meetings.
- 3.2 Councillors will not be reimbursed their expenses (including registration, meals, subsistence) or paid a personal allowance for attendance to social events or political party and constituency functions.
- 3.3 Councillors attending conferences, conventions, zone meetings within or outside the county shall travel in a county vehicle, unless it is beneficial to the County to use a personal vehicle. Where mode of travel is being considered, the most direct, economical and logical mode of travel shall be utilized.
- 3.4 Council and Board members and staff shall be reimbursed for mileage (for a minimum of 25 kilometers) for pre-approved meetings at the Federal Government/Revenue Canada rate per kilometer.
- 3.5 Travel must be directly related to the distance required to attend any conference, convention, seminar or any other meeting and to travel directly to and from that conference, convention, seminar or any other meeting.
- 3.6 Councillors who have provided proof of a valid Alberta Operator’s license and other operating certifications for the class of vehicle they are operating, and who have authorized the County to obtain a current driver’s abstract, will have access to a County owned vehicle, if available.

4. Meals and Subsistence

- 4.1 The Council will review the rates for meals and subsistence annually during the annual budget preparations.
- 4.2 The members shall be reimbursed for meals at the following rates, effective August 16, 2010:

MEAL	REIMBURSEMENT
Breakfast	\$10.35
Lunch	\$15.55
Dinner	<u>\$22.00</u>
	\$47.90

- 4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).

4.4 The members shall be reimbursed for subsistence at the following rates, effective August 16, 2010.

<u>SUBSISTENCE</u>	<u>REIMBURSEMENT</u>
Taxi, Shuttle, Air or Bus Fare	with receipts
Hotels/motels	with receipts
Registration	with receipts
Personal Allowance (includes phone calls)	\$7.75 per night/ 24 hr period
Private accommodations	\$31.05 per night

4.5 Administration will reserve accommodations for members using a County credit card. This card is for room confirmation only. Upon arrival at the accommodations, members will be required to pay for their room and then submit a receipt for re-imburement or an item on their expense claim, as a pre-paid expense.

4.6 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Attached receipts must be originals.

5. Expense Claims

5.1 All expense claims must be reviewed by administration to ensure compliance with policy, and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the expense claim for council members to indicate that they have been received.

5.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other expense claims.

6. End of Policy

ADOPTED: Resolution C062(01/26/10) Jan 26/10

AMENDED: Resolution C589(08/10/10) Aug 10/10

AMENDED: Resolution C144(02/22/11) Feb 22/11