



Town of Vegreville Policy

Policy No.:	2016-06
Policy Title:	Travel and Expenses Policy
Approval Date:	March 30, 2016
Revision Dates:	
Department:	Corporate Services

Policy Statement

The Town of Vegreville will provide for reimbursement to a Councillor, Committee/Board members and employees for travel, meals, accommodations and subsistence expenses incurred during the performance of their duties.

1. Definitions

1.1. Official Meetings will include:

- a) Regular Council meetings.
- b) Special Council meetings.
- c) Board or Committee meetings as appointed.
- d) Approved workshops and conferences for appointed board members or employee.
- e) 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).

1.2. Mileage is a reimbursement of kilometers for travel expenses to a Councillor/Committee/Board member and employee in their personal vehicle while attending an official meeting, or an event that Council has authorized.

2. Travel Reimbursements

2.1. Councillors/Committee/Board members and employees shall be reimbursed for mileage and meals as per Sections 3 and 4 when attending approved meetings.

2.2. 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.

2.3. Councillors/Committee/Board members and employees shall be reimbursed for mileage at a rate of \$0.51 per kilometer.

2.4. 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. Meals, Parking and Incidentals

3.1. Councillors/Committee/Board members and employees shall be reimbursed for meals at the following rates should they not have a receipt:

Breakfast	\$12.00
Lunch	\$14.00
Supper	\$20.00

3.2. Should the cost of a meal exceed the amount listed in Section 3.1, an original receipt must be provided for reimbursements to the Councillors/Committee/Board members or employee.

3.3. The member shall be reimbursed for parking with a receipt, without receipt \$10.00 will be paid.

3.4. Administration will reserve accommodations for members using a Town credit card. A Third Party Billing/Credit Authorization Form must be completed and approved.

3.5. Reimbursement for overnight accommodation when approved to attend an official meeting, workshop or conference (receipts required). If receipts are not available or if private accommodation is used then reimbursement will be \$50.00 for room cost.

3.6. Incidentals are claimable at \$10.00 per overnight stay.

4. Travel Expense Claim Form

4.1. Councillors/Committee/Board members and employees are required to complete a Travel Expense Claim Form upon their return and submit for approval and signature.

4.2. Councillor's Travel Expense Claim Form will be reviewed and approved by the Mayor and CAO or designate.

4.3. Mayor's Travel Expense Claim Form will be reviewed and approved by the Deputy Mayor and CAO or designate.

4.4. Employee's Travel Expense Claim Form will be reviewed and approved by the responsible Manager or Director of the employee.

5. Appendix

5.1 Schedule "A" – Travel Expense Claim Form

6. Responsibilities

6.1. Town Council to:

- 6.1.1. Approve by resolution this policy and any amendments.
- 6.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.

6.2. Chief Administrative Officer to:


- 6.2.1. Implement this policy and approve procedures.
- 6.2.2. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

7. End of Policy



Myron Hayduk, Mayor

Signed March 30, 2016



Jody Quickstad, Town Manager

Schedule "A"
Town of Vegreville Policy No. 2016-06
Travel & Expenses



Town of Vegreville

RECORD OF TRAVEL EXPENSES

VENDOR # _____

CLAIMANT NAME: _____

ADDRESS: _____

DEPARTMENT: _____

TRAVEL DATES	REASON FOR TRAVEL AND DESTINATION	NO. OF KILOMETRES TRAVELLED	KILOMETRE COST @ 34¢/KILOMETRE	BREAKFAST \$1.00 W/O RECEIPT	LUNCH \$2.00 W/O RECEIPT	SUPPER \$2.00 W/O RECEIPT	ROOM COST \$50.00 W/O RECEIPT	G.S.T. COSTS W/O RECEIPT	INCIDENTALS PER OVERNIGHT STAY	PARKING ALTOUANCE \$10.00 W/O RECEIPT	CELLULAR TELEPHONE CHARGES	OTHER	TOTAL
			\$0.00				\$0.00						\$0.00
			\$0.00				\$0.00						\$0.00
			\$0.00				\$0.00						\$0.00
			\$0.00				\$0.00						\$0.00
			\$0.00				\$0.00						\$0.00
			\$0.00				\$0.00						\$0.00
		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LESS ADVANCE													\$0.00
NET PAYABLE													\$0.00

REASON FOR TRAVEL

I certify that the amounts above were incurred

Signature of Claimant

Signature of Approver

Accommodations & Meals	\$
Alcohol	\$
Accommodations & Meals	\$
Telephone	\$
GST Refuse	\$
Other	\$
	\$