
	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6002 Travel and Expense Policy March 30, 2016 Strategic 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.


	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6002-1.0 Travel and Expense Policy March 30, 2016 Strategic Services

1.0 Definitions

1.1 Official Meetings will include:


- 1.1.1 Regular Council meetings.
- 1.1.2 Special Council meetings.
- 1.1.3 Board or Committee meetings as appointed.
- 1.1.4 Approved workshops and conferences for appointed board members or employee.
- 1.1.5 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.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6002-2.0 Travel and Expense Policy March 30, 2016 Strategic Services

2.0 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 \$0.51per 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.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6002-3.0 Travel and Expense Policy March 30, 2016 Strategic Services

3.0 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.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6002-4.0 Travel and Expense Policy March 30, 2016 Strategic Services


4.0 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 Councilors' 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.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6002-5.0 Travel and Expense Policy March 30, 2016 Strategic Services

5.0 Appendix

5.1 Schedule "A" – Travel Expense Claim Form

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6002-6.0 Travel and Expense Policy March 30, 2016 Strategic Services


6.0 Responsibilities

6.1 Town Council to:

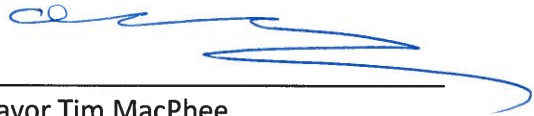
- 6.1.1 Approve by resolution this policy and any amendments.
- 6.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

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.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6002-7.0 Travel and Expense Policy March 30, 2016 Strategic Services

7.0 End of Policy



 Mayor Tim MacPhee



 Cliff Craig CLGM, Town Manager

