



# Clear Hills County

Effective Date: <b>October 10, 2023</b>	Policy Number: <b>1127</b>
Title: <b>TRAVEL and EXPENSE POLICY</b>	

## 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 expenses when approved to attend an official meeting, workshop or conference (receipts are required). If a receipt is not available there will be no reimbursement. For private accommodations or personal expenses please refer to section 4.8. The following constitute as subsistence:
- a) Taxi, shuttle, air or bus fares;
  - b) Motel/Hotel;
  - c) Registration for any official meeting;
  - d) Covid Testing as required to attend Council approved meetings;
  - e) 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.
  - f) Private accommodations.

- 2.4 Any expenses that have not been submitted within 60 days of the month of the invoice or receipt will become invalid and will not be reimbursed. i.e An invoice dated for June 15<sup>th</sup> would need to be submitted no later than August 31<sup>st</sup>.

**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 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 shall be reimbursed for mileage (for a minimum of 25 kilometers per meeting) for pre-approved meetings at the rate shown on Schedule A. Staff shall be reimbursed for mileage at the rate shown on Schedule A.
- 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.

**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 and Staff shall be reimbursed for meals at the following rates, effective October 10, 2023:

<u>MEAL</u>	<u>REIMBURSEMENT</u>
Breakfast	\$25.00
Lunch	\$30.00
Dinner	<u>\$40.00</u>
	\$95.00

- 4.3 Any other claim for business meal reimbursement must include original receipt (and the name(s) of the person(s) accompanied).
- 4.4 No payment is made when meals are provided as part of the registration unless a predetermined medical condition exists, or dietary requirements cannot be met.

- 4.5 No claim for breakfast will be permitted for day trips unless the time of departure is earlier than 6:30 a.m.
- 4.6 No claim for supper will be permitted for day trips unless the time of return is after 6:30 p.m.
- 4.7 No claim for supper will be permitted for evening meetings unless the claimant is required to travel more than 85 kilometers one way.
- 4.8 The Members and Staff shall be reimbursed for subsistence at the following rates, effective October 10, 2023:
- | <u>SUBSISTENCE</u>  | <u>REIMBURSEMENT</u>           |
|---|--------------------------------|
| Taxi, Shuttle, Air or Bus Fare                                  | with receipts                  |
| Hotels/motels   | with receipts                  |
| Registration  | with receipts                  |
| Covid Testing (as required to attend Council approved meetings) | with receipts                  |
| Personal Allowance (includes phone calls)                       | \$40.00per night/ 24 hr period |
| Private accommodations  | \$90.00per night               |
| Transportation Expenses (Taxi's & Parking)                      | \$30.00per day                 |
- 4.9 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-imbusement or an item on their expense claim, as a pre-paid expense.
- 4.10 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. Interac and credit cards slips are not considered acceptable receipts.
- 4.11 If circumstances result in the cancellation of a trip, every effort must be made to inform Administration in a timely manner so reservations can be cancelled to avoid charges and fees. Any costs incurred by failing to make the necessary cancellation arrangements prior to the reimbursement cancellation date of the trip will be borne by the individual unless otherwise exempt by Council motion.
- 4.12 No claim for fees and charges incurred due to cancellation will be permitted unless otherwise exempt by Council motion.

**5. Information Service Equipment**

- 5.1 Councillors will be responsible for supplying their own information service equipment and supplies e.g. Computer, printer/fax, paper, ink etc.

- 5.2 Councillors will be paid a monthly allowance for use of these items only if they have adequate equipment to receive agendas and all communications effectively and efficiently.

**Monthly Internet Reimbursement**- \$75.00

**Monthly Information Service Equipment Per Diem:**

Based on attendance at the following:

- Council Meetings
- Special Council Meetings
- Board & Committee Meetings
- P & P Meetings

Does not include conferences.

Amounts based on attendance:

1 – 5 meetings - \$60.00

Over 5 meetings - \$85.00

**6. Expense Claims**

- 6.1 The Reeve will sign the expense claim for Council Members to indicate that they have been received.
- 6.2 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.

**End Of Policy**

<b>ADOPTED: Resolution C062(01/26/10)</b>	<b>Jan 26/10</b>
<b>AMENDED: Resolution C589(08/10/10)</b>	<b>Aug 10/10</b>
<b>AMENDED: Resolution C144(02/22/11)</b>	<b>Feb 22/11</b>
<b>AMENDED: Resolution C751-13(12/10/13)</b>	<b>Dec 10/13</b>
<b>AMENDED: Resolution C031-14(01/28/14)</b>	<b>Jan 28/14</b>

<b>AMENDED: Resolution C033-14(03/11/14)</b>	<b>March 11/14</b>
<b>AMENDED: Resolution C75-17(02/14/17)</b>	<b>Feb 14/17</b>
<b>AMENDED: Resolution C214-17(04/25/17)</b>	<b>April 25/17</b>
<b>AMENDED: Resolution C43-19(01/22/19)</b>	<b>Jan 22/19</b>
<b>AMENDED: Resolution C496-19(10/08/19)</b>	<b>Oct 8/19</b>
<b>AMENDED: Resolution C468-20(10/13/20)</b>	<b>Oct 13/20</b>
<b>AMENDED: Resolution C564-20(10/27/20)</b>	<b>Oct 27/20</b>
<b>AMENDED: Resolution C11-21(01/12/21)</b>	<b>Jan 12/21</b>
<b>AMENDED: Resolution C075-22(02/08/22)</b>	<b>Feb 8/22</b>
<b>AMENDED: Resolution C191-22(04-12-22)</b>	<b>Apr 12/22</b>
<b>AMENDED: Resolution C538-23(10-10-23)</b>	<b>Oct 10/23</b>

Schedule A to Policy 1127 – Travel and Expense

	2013-2018	2019	2020	2021	2022	2023
Canada Revenue Agency's Current Automobile Allowance Rates:	\$0.54/Km	\$0.58/Km	\$0.58/Km	\$0.59/Km	\$0.61/Km	\$0.68/Km