



## **Travel and Expense Reimbursement Policy**

### **PURPOSE**

This policy is to provide criteria for travel and expense reimbursement for Council and Staff of Vulcan County.

### **COUNCIL AND STAFF-SPECIFIC EXPENSES**

#### **1. REIMBURSEMENT**

For the reimbursement of all Council and County employee expenses for the attendance at any approved work or Council related duties the following fee structure shall apply:

- 1.1 Subsistence shall only be paid if a meal is required outside the normal daily duties (i.e. travel not normally required). Reimbursement will only occur when accompanied by the original receipt and is set up to the following maximum rates:

- Breakfast                   \$20.00
- Lunch                         \$25.00
- Supper                        \$30.00

Amounts in excess of maximum must be approved by the CAO or Reeve (or designates).

- 1.2 Hotel and Parking – By receipt.

- 1.3 Personal Vehicle Travel reimbursement will be at the Canada Revenue Agency prescribed annual automobile allowance rate, (daily staff travel commute from home to their workplace and back is not eligible). If staff is traveling directly from home to a location, the eligible kilometers is equal to the lesser of:

- Kilometers from work to location, or
- Kilometers from home to location

- 1.4 Commercial Transport (air, bus, taxi, rental vehicle, etc.) – By receipt.
- 1.5 Travel related expenses, excluding subsistence, can be prepaid by the County or reimbursed by submission of receipt or expense claim.
- 1.6 Other work related expenses must be approved prior to travel.

**2. APPROVAL FOR REIMBURSEMENT**

Councillors and Staff must submit a completed and signed Expense Claim form for consideration for approval. The following chart lists the approval authority for submitted claims and require signature by the identified individual:

Submitted By:

Councillors  
Reeve  
CAO  
Department Head  
Department Staff

Approved By:

Reeve or Deputy Reeve  
Deputy Reeve  
Reeve or Deputy Reeve  
CAO or Acting CAO  
Department Head or CAO

- 2.1 The discretion to determine the legitimacy of any expense claim for all staff rests with the CAO; for Councillors, Deputy Reeve and the CAO, it rests with the Reeve; and for the Reeve it rests with the Deputy Reeve.

End of Policy