



PERSONNEL POLICY

II-001

EXPENSE REIMBURSEMENT POLICY

Authorization: Council Resolution – September 28, 2018

Policy: II-001

1. Employees and elected officials who attend Council approved conventions, seminars, or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
 2. When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be \$0.55 per kilometer.
 3. Unless additional costs are approved by Council, meals will be reimbursed as per receipts provided to a maximum of:
 - \$15.00 for breakfast;
 - \$20.00 for lunch;
 - \$30.00 for dinner.
 4. Other incidentals, such as parking fees, etc. that are bona fide expenses, will be paid on receipt.
 5. Reasonable rates for lodging will be paid upon receipts being provided with the expense claim.
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Background:

Council does not wish any employee or elected official to be “out of pocket” for expenses incurred as a result of attending municipal business, but also wishes to ensure that expenses are within reason.

Date Effective: September 28, 2018