

**EXPENSE REIMBURSEMENT POLICY**

Authorization: Council Resolution – December 13, 2007

Policy:

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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. The rate of reimbursement for food per day shall be \$6.00 for breakfast, \$8.00 for lunch and \$12.00 for dinner. If the employee or elected official is away from home on approved municipal business for more than 12 hours in one day, all of these meals will be paid without receipts.
  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: January 1, 2008