



Summer Village of Horseshoe Bay

Effective Date: January 1, 2012

Policy Number: 7

Title: Travel and Expense Policy

1. Policy Statement

1.1 The Summer Village of Horseshoe Bay 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:

- i) Regular Council meetings
- ii) Special Council meetings
- iii) Policy and Priorities meetings
- iv) Board or Committee meetings as appointed
- v) Approved workshops and conferences for appointed board members or staff
- vi) 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 “Travel” 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 authorized by Council.

2.3 “Subsistence” is a reimbursement for approved attendance to official meetings, based on actual receipts for the following expenses:

- i) Taxi, shuttle, air or bus fares;
- ii) Meals;
- iii) Motel/Hotel;
- iv) Registration for any official meeting, if not prepaid by the Summer Village;

3. Travel Reimbursements

3.1 Councillors/Board/Committee Members and staff shall be reimbursed for mileage and meals as per Section 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 Council/Board/Committee Members and staff shall be reimbursed for mileage for pre-approved meetings, conferences and training at the rate of \$ 0.45/km. Trips from St. Paul to Edmonton, or Edmonton to St. Paul, shall be reimbursed at a flat rate of \$200.00 round trip.
- 3.4 Travel must be directly related to the distance required to attend an official meeting and to travel directly to and from that official meeting. Where mode of travel is being considered, the most direct, economical and logical mode of travel shall be utilized.

4. **Meals and Subsistence**

- 4.1 Council will review the rates for meals and subsistence annually during the annual budget preparations.
- 4.2 Effective January 1, 2012 reimbursement shall not exceed the following rates:
 - i) Breakfast \$ 10.35
 - ii) Lunch \$ 15.55
 - iii) Supper \$ 22.00Original receipts are required.
- 4.3 Effective January 1, 2012, reimbursement for other subsistence shall be as follows:
 - i) Taxi, Shuttle, Air or Bus Fare as per original receipt
 - ii) Hotels/Motels as per original receipt
 - iii) Registration as per original receipt
- 4.4 Any claim for travel and subsistence, which is not supported by the appropriate supporting documents, will not be approved for payment. Original receipts required.

5. **Expense Claims**

- 5.1 All expense claims must be reviewed by Administration to ensure compliance with policy, and shall indicate approval with the Chief Administrative Officer.

6. **Policy Adoption/Amendment**

Adopted by Resolution April 21, 2012