



# Policy #1 - Travel & Expense

Approval Date: November 8, 2017

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## **Policy Statement**

Elected Officials and Employees are entitled to have their time and expenses covered by the Village when attending to Village business.

## **Purpose**

To ensure equality amongst Council and Employees for expenses related to Village business and that all reimbursed expenses are properly tracked.

## **Application**

1. Good judgment shall be exercised and Employees and Elected Officials shall act prudently when incurring expenses.
2. To apply for reimbursement, an Expense Claim form shall be completed.
3. Mileage shall be reimbursed on the basis of each kilometer driven, at the current Government of Alberta rate.
4. With receipts, parking charges and internet connection costs may be claimed.
5. With receipts, the actual cost of the room and applicable taxes may be claimed.
6. With receipts, registration fees may be claimed.
7. A \$45.00 meal allowance will be paid for attendance at full day meetings and a \$25.00 meal allowance will be paid for attendance at a half day meeting.
8. This Policy shall be reviewed on an annual basis at the Organizational Meeting of Council.