	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Department:</b>	<b>FIN-6002</b> <b>Travel and Expense Policy</b> <b>October 16, 2024 – Effective January 1, 2025</b> <b>Legislative Services</b>
<b>Revisions:</b>	<b>October 24, 2022 – Effective January 1, 2023</b> <b>March 30, 2016</b>

**Policy Statement:**

The Town of Vegreville will provide for reimbursement to a Councillor, Committee/Board members and employees for travel, meals, accommodations, and subsistence expenses incurred during the performance of their duties.

**1.0 Reason for Policy**

- 1.1 To ensure consistent expectations and practices when travelling for meetings, conferences, and/or work-related events.

**2.0 Definitions**

**2.1 Official Meetings** will include:

- 2.1.1 Regular Council meetings
- 2.1.2 Special Council meetings
- 2.1.3 Advisory Board or Committee meetings, as appointed
- 2.1.4 Approved workshops and conferences for appointed board members or employees
- 2.1.5 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 Mileage** means a reimbursement of kilometres

**3.0 Responsibilities**

**3.1 Town Council** to:

- 3.1.1 Approve by resolution this policy and any amendments.
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

### **3.2 Chief Administrative Officer to:**

- 3.2.1 Implement this policy and approve procedures.
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

### **3.3 Director/Manager of the Department to:**

- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 3.3.4 Understand, and adhere to this policy and procedure.
- 3.3.5 Ensure employees are aware of this policy and procedure.

### **3.4 All Employees to:**

- 3.4.1 Understand and adhere to this policy and procedure.

## **4.0 Travel Reimbursements**

- 4.1 Councillors/Committee/Board members and employees shall be reimbursed for mileage and meals as per Sections 4 and 5 when attending approved meetings.
- 4.2 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.
- 4.3 Councillors/Committee/Board members and employees shall be reimbursed for mileage at the current rate from the Canadian Revenue Agency (rounded up to the next full cent).
- 4.4 Travel must be directly related to the distance required to attend any conference, convention, seminar or any other meeting and to travel directly to and from that conference, convention, seminar or any other meeting.

**5.0 Meals, Parking, and Incidentals**

5.1 Councillors/Committee/Board members and employees shall be reimbursed for meals at the following rates should they not have a receipt:

Breakfast	\$12.00
Lunch	\$14.00
Supper	\$20.00

5.2 Should the cost of a meal exceed the amount listed in Section 5.1, an original receipt must be provided for reimbursement. Meal receipts will be paid for actual costs up to the maximum meal allowance as per the following rates:

Breakfast	\$24.00
Lunch	\$28.00
Supper	\$40.00

5.3 The member shall be reimbursed for parking with a receipt, without receipt \$10.00 will be paid.

5.4 Administration will reserve accommodations for members using a Town credit card. Members will be required to pay for their own accommodations and submit receipts on their expense report.

5.4.1 If traveling with members of Administration or the Mayor, the administration staff or the Mayor, will pay for the member’s accommodations on their Town P-Card.

5.5 Reimbursement for overnight accommodation when approved to attend an official meeting, workshop or conference (receipts required). If receipts are not available or if private accommodation is used then reimbursement will be \$50.00 for room cost.

5.6 Incidentals are claimable at \$10.00 per overnight stay.

**6.0 Travel Expense Claim Form**

6.1 Councillors/Committee/Board members and employees are required to complete a Travel Expense Claim Form upon their return and submit for approval and signature.

6.2 Councillors’ Travel Expense Claim Form will be reviewed and approved by the Mayor and CAO or designate.

6.3 Mayor’s Travel Expense Claim Form will be reviewed and approved by the Deputy Mayor and CAO or designate.

6.4 Employee’s Travel Expense Claim Form will be reviewed and approved by the responsible Manager or Director of the employee.

## 7.0 Political Events

7.1 As per section 1(1)(l)(ii) of the *Elections Finances and Contributions Disclosure Act*, municipalities are a prohibited corporation; therefore, members of Council will not be reimbursed for any expenses incurred while attending a political party function or fundraiser.

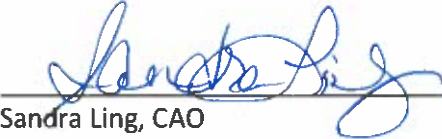
## 8.0 Appendix

8.1 Schedule "A" – Travel Expense Claim Form

## 9.0 End of Policy



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Mayor Tim MacPhee



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Sandra Ling, CAO

