



Rural Municipality of Daly <b>POLICY AND PROCEDURE MANUAL</b>		<b>POLICY NO: 06</b>
REFERENCE <b>Council/Employee</b>	ADOPTED BY: <b>Resolution #10-140</b> Date: July 13, 2010	
<b>TITLE: Lodging / Meals / Travel Expenses</b>		Reeve:  CAO: 

### Lodging / Meals / Travel Expenses

**PURPOSE:** To Establish Policy Guidelines on Municipal Reimbursement for expenses while on Municipal Business.

**POLICY:**

It is the policy of the RM of Daly to reimburse employees and council members for reasonable and necessary expenditures made while on official Municipal business. Claims for reimbursement of expenses, other than mileage, shall be accompanied by receipts indicating proof of payment of such claims. Expenses for Council Members must be approved pursuant to the Council Compensation Bylaw, or have been approved by the Reeve or by resolution of Council. All expenses must be itemized, if applicable.

1. **Lodging / Overnight trips** - Hotel and motel expenses will be reimbursed on completion of authorized travel upon submittal of a proper claim. A reasonable class of accommodation shall be selected where choice is available. For travel over 200 kilometres, accommodation can be claimed for the immediate half day prior to and after the start of a conference or seminar.
2. **Meals** - Meal reimbursements are to be itemized in the proper form, i.e., breakfast - \$ amount, lunch - \$ amount, etc. with the following maximum rates:

Breakfast	\$10.00
Lunch	\$15.00
Supper	\$25.00

Claims for meals for conferences can be made for up to \$50.00 per day without receipts. Amounts should still be itemized in the proper form, i.e., breakfast \$10.00, lunch \$15.00, supper \$25.00.

Council and office staff will be eligible for reimbursement of lunch costs if on the day of a council meeting, the meeting extends past 12:00 pm.

Reimbursement for “local meals” will be allowed where the employee is attending as a representative of the Municipality, or where the employee’s attendance will directly benefit the Municipality. The request for reimbursement of local meals

shall include the date, the place, the meeting attended, and the specific reason for attendance. Receipts are required.

3. Travel allowance - Claims will be allowed for all mileage while on municipal business, at the allowable rate. When traveling, no reimbursement for mileage shall exceed the dollar amount of round trip airfare at the economy airfare on a common carrier, plus taxi fare at point of destination. Mileage will be reimbursed at a rate per kilometer equal to the allowable municipal rate.
4. Employee out of province travel - requires prior approval of Council.
5. Local mileage - No mileage will be paid for commuting from an employee's home to a workplace.
6. Parking fees and taxi fees will be reimbursed by actual cost and receipts presented.
7. Expense reports must be approved by Council.

#### NON-ALLOWABLE EXPENSES

1. Laundry or cleaning service, except on trips over one week.
2. Tobacco.
3. Alcoholic beverages.
4. Personal telephone calls to home.
5. First class travel when economy class is available.
6. Fines, forfeitures or penalties.
7. Vehicle rent by an employee except as pre-approved by Council.
8. Expense of a spouse, unless it is deemed necessary or appropriate for the spouse to attend.
9. Loss or damage to personal property.
10. Entertainment. (movie rental and the like)
11. Valet service.
12. Tips over 15%.