



Policy #2024-01

Travel Expense Policy

1. Policy Objective:

To provide a policy that defines reasonable expenses to be claimed by employees and members of Council travelling on municipal business, including training.

2. Policy Statement:

- a. Hanwell Rural Community Council, in conjunction with the Chief Administrative Officer “CAO”, has the responsibility to authorize and determine when municipal travel is necessary, and to ensure that all travel arrangements are consistent with the provisions of this policy.
- b. Whenever practical, employees and members of council are expected to travel by the most direct route and use the most economical means of transportation, considering the travel time involved.
- c. Whenever practical, employees and members of council are expected to use the most economical means of accommodation, upon reason, unless accommodations are recommended for a conference/workshop.
- d. All travel expenses are to start and end at the workplace.
- e. Claims must be submitted, and reimbursement will be provided as per the rates set forth in Appendix “A”.

Date of Adoption by Council: May 15, 24

Mayor's Signature: [Signature]

Clerk's Signature: [Signature]

Appendix A

Allowances for Reimbursement

Kilometric Allowance:

When an employee or member of council is required to use his/her private vehicle, the following rates apply.

Meal Allowance:

Effective May 15, 2023, meal allowance for those travelling on local government business will be reimbursed as per diem, to a maximum of the following:

Kilometers to & from the workplace	\$ 0.58
Breakfast	\$14.00
Lunch	\$23.00
Dinner	\$38.00

All alcohol beverages are the responsibility of the employee or member of council.

Allowable Expenses:

The employer reimburses expenses incurred for the following:

- Public transportation
- Hotel/airport shuttles
- Taxi/Uber charges
- Ferry charges
- Bridge, road, and tunnel tolls
- Parking charges.
- Gratuities (to a maximum of 20%)
- Accomodation charges (within reason)