



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.2 Payroll & Benefits

12.2.7

Title Subsistence & Travel

1. Policy Statement:

1.1. The County will reimburse actual and reasonable personal and travel expenses incurred by Councillors, Board Members and employees in the performance of their duties.

2. Responsibilities:

2.1. Where conflicts in the interpretation of these procedures arise, the matter shall be referred to the CAO.

2.2. Councillors, Board Members and staff are expected to submit their expense claims within sixty (60) days of incurring the expense.

3. Guidelines:

3.1. **Mileage:** Mileage rates are to reflect the Canada Revenue Agency (CRA) rates in January of each year

3.2. **Meals:** Actual Cost upon submission of receipts. Meals are reimbursed when travelling outside the County boundary and/or within the region upon the CAO approval due to required workload up to a maximum of:

3.2.1. Breakfast: \$15.00

3.2.2. Lunch: \$20.00

3.2.3. Dinner: \$30.00

3.2.4. No alcoholic beverages will be approved.

3.2.5. Gratuity may be included.

3.3. **Accommodations:** Actual Cost of standard accommodation rate upon submission of receipts or

3.3.1. Allowance of \$50.00 if private accommodation other than hotel is used.

3.4. **Parking:** Actual Cost upon submission of receipts for parking.

3.5. **Out of Province Travel:** Travel out-of-province must receive prior approval from Council, unless it is otherwise approved through Policy. An employee on travel status may claim the following expenses with the provision of receipts:

3.5.1. taxi fares

3.5.2. parking charges

3.5.3. car rental

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3.6. **Transportation:** Employees must use the most direct, practical, and cost-effective route and mode of transportation unless otherwise authorized by the CAO.

3.6.1. Air travel exceeding economy class is not allowed unless authorized in advance by Council.

3.6.2. Weekend hotel accommodation costs to obtain a cheaper airfare should be justifiable.

3.7. **Spouse:** The County will pay spouse's banquet ticket to any conference, convention or event if they are able to attend but will not pay for any spouse or partner programs at a conference or convention unless approved by Council.

3.8. **Travel Time:** Staff will be compensated for travel time to/from meetings (a same day event where there is no overnight stay required or fee to attend) if it is outside regular business hours. Staff will not be compensated for travel time for conferences, training or courses.

4. **Related Documents:**

4.1. Policy 11.0.3 Councillor Attendance at Conferences and Meetings

4.2. Policy 12.1.12 Employee Attendance at Conferences and Meetings

4.3. Expense Claim Form

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