



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C06-04

TRAVEL EXPENSES

POLICY STATEMENT:

The Town of Drumheller is the final decision making authority as to if, when and by what means employees, volunteers and or members of Council will travel on Town business. Approving requests for travel means that the Town has agreed to pay for reasonable and legitimate travel related expenses. Town may approve travel when correspondence, telephone calls, conference calls, video-conferencing, and other types of communication are insufficient to conduct Town business.

PROCEDURE:

1. All references to employee in this policy shall also include for purposes of applying this policy, Town employees, elected officials and volunteers.
2. All expense claims shall be approved in accordance with this policy.
3. Only the CAO or a Director may authorize travel and must approve all subsequent travel expenses.
4. Maximum amounts set in this Policy shall not be exceeded.
5. The Town will reimburse all personal and other travel expenses necessarily incurred by an employee in performing work duties or representing the Town in an official capacity. Expenses of spouses are not included.
6. Unless otherwise provided in this policy, an employee must submit receipts or satisfactory proof of payment for reimbursement of expenses.
7. When an employee receives a discount, credit or bonus for travel that reduces the original travel cost, only the net expense may be claimed. This clause is not applicable when the employee receives a rebate, credit or privilege for using a personal credit card for which a fee has been paid.

ELIGIBLE EXPENSES

With a Receipt

When traveling on Town business, attending a Town sponsored seminar, workshop or conference, an employee may claim the following expenses with a receipt:

- a) air fare;
- b) charges for Town business related phone calls;
- c) hotel rooms;
- d) meals over the established allowances;
- e) parking fees over \$10;
- f) taxi and bus fares over \$10;

Without a Receipt

When traveling on own business, attending a Town sponsored seminar, workshop or conference, an employee may claim the following expenses without a receipt:

- a) meals reimbursed at the allowance amount;
- b) parking fees under \$10;
- c) taxi and bus fares under \$10;

SPECIFIC EXPENSES

Accommodations

With receipts, employees, traveling on Town business may claim the actual cost of the room and applicable taxes. Employees should request the municipal rate.

Meals

1. With receipts, employees may claim the cost of the meal plus GST and maximum 15% gratuity on the meal cost. Employees should make every effort to eat at establishments whose meals costs are similar to the meal allowances.

2. Employees shall be reimbursed for meal expenses on the basis of the following maximums when receipts are not provided:

Breakfast	\$ 7.50
Lunch	10.00
Dinner	17.00

3. Meals claimed on a receipt basis shall exclude any charges for alcoholic beverages.
4. A meal allowance may not be claimed for any meal which is provided to the employee and does not require an expenditure by the employee such as meals provided as part of a seminar, conference, air flight, etc.

Business use of Private Vehicle

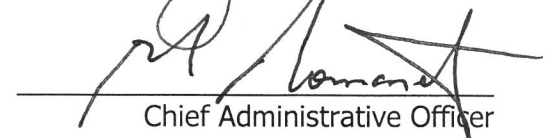
1. Employees should make every effort to secure the use of a Town vehicle for travel when performing Town business.
2. When authorization is received for the use of an employee's private vehicle for town business or Town sponsored seminar, workshop or conference, the employee may claim based on the kilometres traveled, at the Alberta Government Employee rate, as amended from time to time. Rate as of October 1, 2004 is \$0.38 per km.

Section 23 of Council Policy C3-89 is repealed.

Adopted by Council on October 12, 2004



Mayor of Drumheller



Chief Administrative Officer