



## LAC LA BICHE COUNTY POLICY

TITLE: TRAVEL AND SUBSISTENCE FOR STAFF	POLICY NO: CS-10-002
RESOLUTION: 12.323	EFFECTIVE DATE: JANUARY 1, 2012
LEAD ROLE: MANAGER, FINANCE	NEXT REVIEW DATE: JANUARY 1, 2014
SPECIAL NOTES/CROSS REFERENCE: AC-003, CS-12-003	AMENDMENT DATE:

### POLICY STATEMENT:

Lac La Biche County recognizes the importance of reimbursing staff for their travel on approved County business which may include conferences, training seminars and meetings.

### PROCEDURE:

1. Mileage will be paid at a rate of 52 cents per kilometer or a municipal vehicle will be provided.
2. Commercial travel will be paid at economy rates.
3. Staff who attend conferences, training seminars, meetings and other business away from the work site, but not requiring an overnight stay, and where meals are not provided or special dietary requirements are warranted, will receive meal allowances (inclusive of GST) at the following rates:

Meals

Breakfast	\$15.00
Lunch	\$20.00
Supper	<u>\$30.00</u>
Total	\$65.00

If meal expenses exceed the meal allowances list above, Lac La Biche County will reimburse the meal upon submission of a receipt. Alcoholic beverages will not be paid for.

4. Hotel accommodations and other travel expenses (parking, taxis, etc) will require a receipt in order to be reimbursed. Staff may utilize private accommodations and will be paid \$50.00 for overnight accommodation only.
5. An incidental allowance of \$20.00 per day will be provided to cover incidental and miscellaneous expenses.
6. Spouse's registration fees, banquet tickets, meal allowances and travel expenses will **NOT** be paid.
7. Expenses for staff will be paid at the discretion of the Chief Administrative Officer, Director or Manager.

8. Reimbursement claims should be submitted for processing within 30 days of the end of the current budget year. No reimbursement shall be made after the budget year to which they should be allocated has expired.
9. In order to help employees meet the travel and hotel expenses, the County will make available cash advances upon employee submitted an itemized request accompanied with proper travel approval a week in advance of associated travel.

**External Remuneration:**

10. In the event that a staff member shall receive any remuneration from another board, commission or committee for the staff member's duly authorized attendance, on behalf of the County at a meeting of the said board, commission or committee, the staff member shall pay to the County the said remuneration before accepting any remuneration, allowance or expenses from the County for the staff member's attendance to the external meeting of the board, committee or commission.

"Original Signed"  
Chief Administrative Officer

April 12, 2012  
Date

"Original Signed"  
Mayor

April 12, 2012  
Date