

Town of Naicam Policy Manual

POLICY TITLE: PER-DIEM EXPENSE CLAIM POLICY	POLICY NUMBER: 14 /2017	EFFECTIVE DATE: June 13, 2017
ORIGIN: Administration	ADOPTED BY COUNCIL ON: June 13, 2017	AMENDED DATE: <i>Dec 10, 2019 Res#2019-236</i>

Purpose:

To provide a guideline for staff and council with regards to reimbursement for travel expenses for staff and council. Members of the general public who have been appointed to boards or positions by Council or volunteers performing work as requested may also be eligible to submit reimbursement claims subject to prior approval by Administration or Council.

Procedure

1. Person(s) may request their per-diem paid to them in advance of approved travel.
2. Abuse of the per-diem rates and system may cause any or all of the person(s) rights for reimbursement under this policy to be revoked.
3. Under no circumstances will the Town cover the cost of alcoholic beverages included on a per diem meal receipt.
4. Other expenses not listed herein or expenses over the daily maximums (where reasonable) may be compensated if approved by Administration or Council.

Transportation

Parking will only be paid where necessary and where free parking was not available, within reason up to a \$25 daily maximum.

Taxi/Transportation will only be paid where necessary and where other methods of transportation were not reasonable or feasible. People are expected to carpool sharing transportation where possible. Maximum \$25 per day per person.

Mileage is paid at \$0.45/km for personal vehicle use while travelling on municipal business. Submit number of kilometers on Per-Diem Claim Form. It is expected people will car pool where possible, and only the vehicle owner may claim mileage. Arrangements may be made upon request of the vehicle owner to fuel up a vehicle with administrator approval instead of charging mileage if the cost for fuel is less than the mileage that would normally have been paid out. A signed and approved expense form for the fuel must still be provided.

Per-Diem Expenses

A per-diem for meals may be paid for conventions and other out of town events, training, workshops, meetings, etc. A per diem claim may be paid out subject to the daily per-diem maximums listed.

The Town may, at the discretion of the department head or Administrator, pay for the cost of meals for those being asked to work over a meal time and when completion of the work or project is considered time sensitive or urgent. No more than three (3) meals may be claimed for by one person in one (1) day unless a receipt provided includes meals for more than one eligible person, which must be confirmed to the satisfaction of the Administrator or Council.

Per Diem Maximums (per eligible person)

Breakfast: \$15

Lunch: \$18

Supper: \$30

Total daily meals maximum: \$63

Accommodation

Accommodation authorized by the Town will generally be booked and paid for by the Town in advance of the travel. All other requests for reimbursement for accommodation will be at the discretion of the Administrator or Council.