

LAMONT COUNTY

POLICY

- TITLE : REIMBURSEMENT OF EXPENSES
- AUTHORITY : ADMINISTRATION
- POLICY STATEMENT : COUNCIL, STAFF AND APPROVED COMMITTEE MEMBERS SHALL BE COMPENSATED FOR EXPENSES INCURRED IN THE PERFORMANCE OF THEIR DUTIES
- PURPOSE : GUIDELINE FOR CONSISTENT REIMBURSEMENT OF EXPENSES
- POLICY RESOLUTION : 04-472, 05-395, 06-18, 08-146, 11-098, 14-195
- PROCEDURE :
1. (a) Subsistence Allowance, including Gratuity

Breakfast	\$12.40
Lunch	\$18.65
Dinner	<u>\$31.05</u>
	\$62.10
 - (b) Subsistence allowance shall not be claimed for functions at which meals are provided.
 - (c) Subsistence allowance shall be calculated on reasonable travel times to get to and return from meeting commencement and conclusion times.
 2. Travel (Car): \$0.54 per kilometre effective May 1, 2014
 3. (calculated from and back to place of business for staff, from and back to place of residence for Council and approved committee members).
 3. Lodging (Out of County; Stays of One Night or More)
 - (i) Hotel: Cost of hotel and all taxes may be prepaid by County Manager using County Credit Card. Private arrangements will be reimbursed as per policy.
NOTE: It is attendee's responsibility to give adequate notice of non-attendance. Failure to do so will result in attendee being liable for non-refundable costs.

- (ii) If the attendee chooses to stay at a different hotel, reimbursement shall be at the maximum convention rates.
 - (iii) Private accommodation: \$12.07/night
- 4. Registration costs: Council, staff and approved committee members are eligible to claim the actual amount of registration fees where they have been paid personally by the attendee.
- 5. Business telephone calls: receipted
- 6. Taxi transportation: \$9.95 or less, no receipt. Excess of \$9.95, receipted.
- 7. Travel - whichever is the least expensive:
 - (i) Car - as per (2)
 - (ii) Bus, Airplane, etc: cost of ticket - receipted

Staff and approved committee members expenses shall be subject to approval of County Manager. The Reeve shall approve councillor expenses and the Deputy Reeve shall approve the Reeve's expenses.