



RM of Loon Lake #561

Policy Type:	General Government
Policy Title:	Council Travel Expenses
Policy Number:	100-04

Authority:	
<i>Council Resolution #</i>	314/20

Mileage

Members of council will be reimbursed 70 cents per kilometer for personal use of vehicle pertaining to

- a. Attending council and committee meetings
- b. Attending conventions and workshops
- c. Travel required for supervision purposes (office)
- d. Travel required for road inspections, and other local rate payer issues
- e. Other travel approved by council

Meals

Council members will be reimbursed a meal allowance of \$60.00/day while attending conventions pertaining to RM business.

Where a regular or special council meeting extends past noon, the RM will pay for costs associated to supply lunch for members of council and staff.

Hotels

Where a council member is required to pay for hotel room expenses while on RM business, submitted receipts will be reimbursed.

The Reeve is authorized to use RM credit card to pay directly for hotel room expenses for council members when away at convention or workshops pertaining to RM business.

Exceptions

In the case where a meal is not supplied at a workshop, council members shall submit receipt for meal purchase rather than daily meeting allowance. Alcoholic Beverages and snacks do not qualify for reimbursement.

Hotel Room expenses does not include incidentals such as movie rental, telephone calls, and other charges, etc. Only hotel room rental charges will be reimbursed.

Effective Date/Repeal

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to travel expenses that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.