



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Employee Travel Expenses
Policy Number:	900-07

Authority:	
Council Resolution #	314/20

### **Mileage**

Employees shall be compensated 70 cents/kilometer for the use of their personal vehicles when used for RM business.

Council approves the payment of mileage for use of personal vehicle to travel to Meadow Lake on RM business for deposits or picking up of supplies, etc. (expense to be shared with the Village of Loon Lake)

### **Meals**

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

The Administrator is authorized to use RM credit card to pay directly for meal expenses when away at convention or workshops pertaining to RM business.

### **Hotels**

Where an employee is required to pay for a hotel while on RM business, submitted receipts will be reimbursed.

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

### **Exception**

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 This policy may only be amended or repealed by resolution of Council.