BIG LAKES COUNTY POLICY

TITLE: Subsistence and Travel Expense and Allowances	
POLICY NUMBER: Admin-10	
LEGAL AUTHORITY:	
APPROVED BY COUNCIL: January 1, 1995	
EFFECTIVE DATE: January 1, 1995	**REVISED DATE: June 26, 2019**

Policy Statement

Big Lakes County recognizes a need to provide a system of reimbursing employees, appointed and elected officials, and volunteer firefighters (collectively, "employees") fairly for reasonable expenses incurred in carrying out their duties. This policy outlines the rates and allowances that employees may claim when traveling on business matters.

Policy

1. Meals & Personal Allowances

1.1. Meal and personal allowances are issued on a per diem basis. Thus, the employee need not submit receipts for these expenses. The schedule of rates paid for meals and personal expenses shall be set to match those rates published by the Treasury Board of Canada Secretariat in the *Travel Directive-Appendix C, sections 1.2, and 1.3.*

1.2. As the Treasury Board of Canada Secretariat reviews these rates on April 1st and October 1st of each year, the Director of Corporate Services shall ensure that rates paid by Big Lakes County are adjusted in accordance with any changes made by Treasury Board of Canada Secretariat.

1.3. Meal allowance entitlement on travel days shall be as follows:

Breakfast	if the departure time is earlier or the return time is later than 7:00 am.
Lunch	if the departure time is earlier or the return time is later than 1:00pm.
Dinner	if the departure time is earlier or the return time is later than 6:30pm.

2. Car Allowance

2.1 Whenever possible or practicable, a County-owned or leased vehicle will be made available to employees traveling on County related business. Where a County-owned or leased vehicle is not available, the County shall reimburse the employee for use of their personal vehicle based on actual mileage. The per kilometer rate paid by the County shall match the automobile allowance rates prescribed by Canada Revenue Agency on an annual basis

2.2 Employees using personal vehicles to conduct County business must ensure that their vehicle insurance covers an appropriate amount of work-related travel. The costs of such additional insurance will be compensated as part of mileage reimbursement rates indicated below.

3. Travel Expenses

3.1 Travel expenses including, but not limited to, parking, taxis, etc. shall be reimbursed in full given that a receipt has been submitted. 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.

3.2 Employees requiring accommodation while on County related business shall be entitled to claim accommodation costs at full value only when the staff member chooses to stay in a commercial establishment. Should an employee choose to utilize private non-commercial accommodation while away on municipal business, the claimable rate shall be that rate as set in section 1.1 of the Travel Directive-Appendix C, published by the Treasury Board of Canada Secretariat.

4. Advances

Any employee to which this policy applies may receive an advancement of funds (not to exceed 80% of the estimated cost of the trip) prior to departing on an approved County related business trip.

5. **G.S.T.**

All rates and amounts noted above include indirect G.S.T. payments.

Reeve

Chief Administrative Officer

July 4, 2019
Date of Final Signature