

POLICY # PE 017	ACCOMODATION, MILEAGE, AND SUBSISTENCE RATES
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APPROVAL DATE:	13-11-97 (November 1997)	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	18-09-98; SPO 36-10-98; 06-03-99; 33-10-00; 47-10-01; 11-11-03; 16-04-05; 41-05-15 (May 26, 2015); 2016-02-20 (February 9, 2016); May 28, 2019	REVIEW DATE:	May 2020

POLICY STATEMENT

The County of Vermilion River reimburses businesses expenses incurred by Employees in the performance of their duties.

OBJECTIVE

To establish the rates of reimbursement for the cost of meals, accommodations and mileage incurred by County Employees in the performance of their duties.

SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Administration	

DEFINITIONS

County is the County of Vermilion River.

Employee(s) is an employee of the County of Vermilion River.

GUIDING PRINCIPLES

Accommodations

- Employees who require advance payment of their accommodations for their attendance at approved conferences, seminars, workshops, meetings or functions must advise the Executive Secretary in writing. The written request must include the date(s) as well as the preferred location of the accommodation(s).
- Upon submission of a written request by an Employee, the Executive Secretary shall reserve the necessary accommodation(s) and remit a credit card authorization form to cover the Employee's accommodation(s) costs. Prepayment is only applicable towards the cost of the Employee's room, taxes and general parking.
 - Employee valet parking costs are reimbursed only when safety concerns exist due to a lack of proximity between the accommodation(s) and the parking facilities.
- When prepayment of an Employee's accommodation(s) is not possible, Employees are eligible for reimbursement provided that original receipts are attached to the Employee's voucher and approved by the Employee's respective department Director.
- When prepayment of a Director's accommodation(s) is not possible, Directors are eligible for reimbursement provided that original receipts are attached to the Director's voucher and approved by the Chief Administrative Officer.

Meal Subsistence

- Employees are eligible for reimbursement of their meals while in attendance at approved conferences, seminars, workshops, meetings and functions both inside and outside of the County boundary.
- Employees are eligible for subsistence reimbursement in the amount of seventy five (\$75.00) dollars per day without receipts.
- For subsistence costs over and above seventy five (\$75.00) dollars per day, Employees must submit receipts in order to be eligible for reimbursement.

Mileage

- Mileage is paid to Employees who travel to and from approved conferences, seminars, workshops, meetings and functions.
- The rate payable to Employees per kilometre is calculated on a yearly basis using the rates established by the Government of Canada and listed with the Canada Revenue Agency. The rate per kilometre for 2019 is fifty five (55) cents.

Alternative Transportation

- For travel to and from approved conferences, seminars, workshops, meetings or functions where driving is not feasible due to distance, Employees may travel by plane or train.
- Employees who require advance payment of their plane or train ticket(s) for their attendance at approved conferences, seminars, workshops, meetings or functions must advise the Executive Secretary in writing. The written request must include the date(s) as well as the preferred timeframes of travel.
- When travelling by air or rail where prepayment is not possible, Employees are eligible for reimbursement provided that original receipts are attached to the Employees voucher and approved by the Employee’s respective department Director.
- When travelling by air or rail where prepayment is not possible, Directors are eligible for reimbursement provided that original receipts are attached to the Directors voucher and approved by the Chief Administrative Officer.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer