

POLICY NO:	PE 017
POLICY TITLE:	ACCOMMODATION, MILEAGE AND SUBSISTENCE RATES
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	13-11-97 (November 1997)
REVISION DATE:	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)
REVIEW DATE:	

Policy:

The County of Vermilion River shall reimburse business expenses incurred by employees in the performance of their duties. Where such expenses are incurred, it is expected that logic and good business sense prevail.

Accommodation

Cost for hotel rooms will be reimbursed according to the following options:

1. when original receipts are approved by
 - a. the Department Manager for Staff receipts
 - b. the County Administrator for Department Managers receipts, and
 - c. the Assistant Administrator for the County Manager’s receipts and submitted to accounts payable.
2. by submitting an approved written request (“Request for Accommodation Advance” form must be used) for an advance of the estimated amount to cover the accommodation, taxes and parking. On return to the County administration office, the actual claim portion of the request form must be completed with receipts attached and submitted as proof of the actual expenditure, along with a voucher to claim any shortage or a payment to return any overpayment that may have occurred.
3. Valet parking costs are acceptable when safety concerns exist due to the location of the hotel & parking facilities.

Subsistence

Reimbursement shall be paid to employees for, outside of the County boundary, attendance of approved meetings, workshops, conferences and seminars to a maximum of:

Breakfast: \$20.00

Lunch:	\$20.00
Dinner:	\$35.00

Claims shall reflect any meals provided with registrations and receipts must be provided on all meal subsistence vouchers.

Mileage – For Personal Vehicle Use

Mileage will be paid to travel to and from approved meetings, conferences, seminars, workshops or similar activities. Reimbursement for actual miles or kilometres travelled shall be equal to the rate established by the Government of Canada and listed with the Treasury Board of Canada.

ALTERNATIVE TRANSPORTATION (Air Or Rail)

Employees are expected to do cost comparisons to minimize costs of transportation and absence from work and where these alternatives are convenient and practical they should be used.

The actual costs will be reimbursed when:

1. the Department Manager approves the Staff receipts,
2. the County Administrator approves the Department Managers receipts
3. the Assistant Administrator approves the County Administrator's receipts
4. followed by original receipts being submitted to accounts payable.