

POLICY NO:	PE 019
POLICY TITLE:	AUTHORIZED TRAVEL TIME
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	41-09-98 (September 1998)
REVISION DATE:	
REVIEW DATE:	September 14 & 15, 2015 (P&P)

Policy:

The County of Vermilion River shall allow travel time for employees to travel to and from **approved** meetings, conferences, workshops etc.

Procedure:

1. All travel time being claimed must be approved by the County Administrator or Director.
2. Travel time shall be claimed only when travel is required outside the normal work day (between 4:30 p.m. and 8:30 a.m., Monday to Friday) or Saturday and Sunday.
3. Overtime, for salaried staff, shall be taken in accordance with the Overtime Agreement signed and filed at the County Office.
4. Travel time to various destinations will be established and the set rates will be listed and attached to this policy. Additions to the rate sheet may occur from time to time.

Travel Time Rates

1. Calgary 6.0 hours each way
2. Edmonton 2.5 hours each way
3. Lac La Biche 3.5 hours each way
4. Provost 1.5 hours each way
5. Red Deer 4.0 hours each way
6. St. Paul 2.0 hours each way
7. Vermilion 0.5 hours each way
8. Wainwright 1.0 hour each way