

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-7(c)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 04 15
		<u>Previous Policy:</u>	2006 01 17
		<u>Current Policy:</u>	2007 09 18

Title: **Subsistence and Accommodation**

Purpose: To establish reasonable and consistent travel and subsistence allowances for Town of Stettler employees while on Town Business.

Policy Statement: Meals will be reimbursed at up to \$80.00 per diem plus applicable tax upon submission of receipts.

The per diem allowance shall apply where three meals are provided during a full day at the expense of the employee, and are not included in travel fares, conference fees or provided by others.

Accommodation will be reimbursed at single room rate on submission of receipts.

Employees who are required to use their personal vehicle for out-of-town travel on Town of Stettler business will be reimbursed at the rate of \$.50 cents per kilometer.

Air travel will be arranged at economy rates. Receipts must be produced for reimbursement.

An employee may choose to combine a motoring vacation with a business trip, provided vacation time is available. In this circumstance an employee will be reimbursed on the basis of the economy airfare rate.

Registration fees may be prepaid by the employee. Registration and incidental (course materials, etc.) fees paid by the employee will be reimbursed on submission of receipts provided the fees are necessary for the purpose of the conference/workshop. Purchase of additional materials must have the approval of the employee's supervisor.

Employees are expected to be reasonable in their requests for subsistence and accommodation benefits. E.g. If you choose to arrive at a conference early the Town will not reimburse you for extra expenses.

When a conference or meeting location exceeds one hundred (100) kilometers from Stettler and proceedings commence in the A.M., the preceding nights accommodation costs shall be paid upon submission of appropriate receipts.