

TOWN OF STETTLER

<u>Prepared by:</u>	Recreation Board	<u>Number:</u>	II-7(c)(i)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1990 10 02
		<u>Previous Policy:</u>	2006 01 07
		<u>Current Policy:</u>	2007 09 18

Title: **Volunteer and Part-time Personnel
(Subsistence, Mileage, Accommodation)**

Purpose: To establish guidelines for reimbursement.

Policy Statement: Recommended payment for training and upgrading:

Mileage - \$.50 cents per kilometer

Meals will be reimbursed at up to \$80.00 per diem plus applicable tax upon submission of receipts. Where meals are provided at Workshops, Courses, etc., no allowance will be paid.

Accommodation:

a) At cost upon submission of receipts.

Air Fare: Arranged at economy rates.

Incidental Expenses: Justifiable incidental costs, such as parking, will be reimbursed upon submission of receipts.

Registration Fees: Registration and incidental course materials, etc., and fees paid by the volunteer will be reimbursed on submission of receipts.

Prior written approval by the Director of Parks & Leisure Services or his/her designate is required.

This policy of reimbursement is established to cover courses for volunteers so they will be encouraged to continue upgrading their credentials. This policy is not intended for paid recreation personnel, but is intended to encourage unpaid volunteer instructors and/or coaches.