

**SUMMER VILLAGE OF SUNSET POINT
TRAVEL & SUBSISTENCE EXPENSE REIMBURSEMENT WHILE TRAVELING ON
SUMMER VILLAGE BUSINESS**

Date of Approval by Council: January 13, 2017 Resolution No.: #2017 - 008

Lead Role: Council Replaces: N/A

Last Review Date: October 28, 2005 Next Scheduled Review Date: 01/2020

Background:

The Summer Village does not wish any elected official or the CAO to be out of pocket for expenses incurred as a result of attending Summer Village business, but it wishes to ensure that expenses are within reason.

Policy:

Elected officials and Administration who attend Council approved conferences or seminars shall be reimbursed for transportation, food, lodging and other related expenses as follows.

Meal Expense

When travelling on Summer Village business a claim can be made for either the actual cost of the meal (with receipt) or the meal allowance (without receipt). The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity of up to 15% of the meal cost.

The meal allowances (without receipts) are:

\$ 10.00 for breakfast

\$ 15.00 for lunch

\$ 25.00 for dinner

When travelling on Summer Village business for part of a day, the following may be reimbursed for the receipted amount or the meal allowance:

- for breakfast if the departure time is earlier, or the return time, is later than 7:30 a.m.
- for lunch if the departure time is earlier, or the return time, is later than 1:00 p.m.
- for dinner if the departure time is earlier, or the return time, is later than 6:30 p.m.

Accommodation Expense

When travelling on approved Summer Village business the actual cost of the accommodation may be claimed.

Business Kilometers

The Summer Village will reimburse business travel for use of private vehicle at the rate as periodically established by the Canadian Revenue Agency (CRA), which was \$0.54 per kilometer at the time of updating this policy in 2017.

Incidental Expenses

Other costs such as telephone calls and parking will be paid upon receipts being provided with the expense claim.