

	TOWN OF CARMAN	POLICY NO. 002
	ADOPTED BY: Resolution No. 186	Last Updated: 2023
	DATE: December 14th, 2023	Page: 1 of 3
	TITLE: Travel Expenses and Mileage Policy	Department: Administration

PURPOSE: The purpose of this policy shall be to establish rates and requirements for the Town of Carman Council Members and Employees to follow in claiming business expenditures while on Municipal business.

RATIONALE: To establish a structured system to ensure expedient procedures, and in the best interest of the Town to provide for the payment of mileage and other remuneration incident to the discharge of such duties as a member of Council and or Employee of the Town.

POLICY STATEMENT: The following is the Town of Carman’s policy on expenditures incurred by Council Members and Employees of the Town of Carman while attending business on behalf of the Town.

DEFINITIONS:

“Travel” means away from the Town of Carman.

ATTENDANCE AT CONFERENCES, SEMINARS, ETC.:

Council of the Town of Carman shall approve which Conferences, Seminars, etc. will be attended and who of the Reeve and Council will attend on behalf of the Town.

Council of the Town of Carman shall approve which Conferences, Seminars, etc. Employees of the Town shall attend as directed by the Membership fees, Training Courses and Employee Conventions Policy.

The CAO shall approve attendance at Conferences, Seminars, etc. for the Employees of the Town as per Membership Dues, Training Courses, and Employee Conventions Policy.

Council Members and Employees attending Seminars, Conferences, or Meetings outside of the Town of Carman shall use Municipal vehicles when available. Further if more than (1) Council Member and/or Employee attends any of the above, efforts should be made to car pool if possible.

MILEAGE ALLOWANCE:

Milage allowance will be paid to Council Members and Employees of the Town as per the rate determined by the Indemnity By-Law.

TRAVEL ARRANGEMENTS:

Travel arrangements for travel other than when Town of Carman or personal vehicles are used shall be arranged in consultation with the administration office.

When attending a Conference, Seminar or Meeting where a Taxi is required, the fee will be reimbursed at cost (receipts required).

Travel time shall be paid at regular pay for all employees. No overtime shall be incurred.

PARKING:

Parking will be reimbursed at cost (receipts required).

MEALS: **

Meal expenses incurred while on business for the Town are eligible with receipts. Spouses are eligible for meal expenses when deemed part of the municipal function. Receipts will be required for all expenses to be reimbursed. Tipping will be reimbursed to a maximum of 15%.

Breakfast

The Council Member or Employee is in travel status, or the Council Member or Employee has been traveling for more than one (1) hour on Town of Carman business before the recognized time for the start of the Council Member or Employee's Day of work.

Lunch

The Council Member or Employee is in travel status, or the Council Member or Employee is outside of the Town of Carman area which would cause him/her to disrupt his/her normal midday meal arrangements.

Dinner

The Council Member or Employee is in travel status, or the Council Member or Employee has been traveling on Town of Carman business and not expected to arrive back to his/her residence before 7:30 p.m. where a meal break was not taken.

Alcohol

Any Alcohol purchased by Council Members or Employees of the Town of Carman while conducting business on behalf of the Town is at their own expense and will not be reimbursed by the Town of Carman. An exception to alcoholic beverages would be for business/client dinners where it may be expected at the discretion of the Mayor or CAO.

ACCOMODATIONS:

The Town of Carman, while a Council Member or Employee is on Municipal business outside of the boundaries of the Town and requires accommodation, will pay the cost of accommodation. The accommodation shall be arranged in consultation with the Town of Carman administration office to get the municipal rate for lodging.

TRAVEL ALLOWANCE

If the Council member or Employee takes his/her personal vehicle, he/she will be reimbursed at the rate as noted above or the cost of the economy airfare, whichever is the lesser as determined by the CAO. Travel expenses for a spouse would be at their own cost.

ACCOMODATIONS

To be arranged in consultation with the Town administration office to get the municipal rate for lodging.

INCEDENTALS

As noted above or by approval of the Mayor or CAO.

TIME LIMIT TO CLAIMS

The timeliness of claims for reimbursement provides for reduced administrative time in confirming eligibility. As a result, claims shall be submitted within 60 days of eligibility. Claims for reimbursement of expenses incurred over 60 days from eligibility will not be considered.