

Council members will be reimbursed for reasonable expenses incurred in their role as a Council member.

- 1 Out of Town Travel, Mileage, Accommodations, Meals:
 - (I) Council members will be reimbursed at the same rate as City employees for associated costs, including travel, mileage, accommodations and meals.

- 2 Office Supplies:
 - (I) Council will be reimbursed for office supplies according to actual expense; receipts are required.

- 3 Alcohol Expenses:
 - (I) Council members will use their own private funds to pay for alcohol purchases at conferences or gatherings. The exception is when a member of Council is acting in a hosting role for The City. Receipts are required.

- 4 Council's Partner Expenses:
 - (I) See Appendix A.

- 5 Other Expenses:
 - (I) Expenses outside this policy will be subject for reimbursement at the discretion of the Legislative Services Manager.

Document History:

Policy Adopted	October 15, 2012
Policy Revised	January 5, 2015

Administrative Revisions:

Date:	Description:
October 10, 2017	Updated to current format.
January 28, 2019	Updated per diem and mileage rates for 2019 as per CRA guidelines.

Appendix A:**Eligible Travel & Business Expenses' Rates and Guidelines**
For travel beginning on or after January 1, 2013

- 1 Travel Fares (bus, plane, train):
 - (1) Reimbursement will be for economy travel only.
 - (2) Required documentation includes ticket/electronic ticket and payment receipt.
 - (3) Councillors choosing to travel by personal vehicle rather than a more economical method may be reimbursed only to the maximum claim that would have been incurred if the more economical method of travel were used. Justification is required for the amount claimed.

- 2 Room Accommodation:
 - (1) Government or corporate rate should be requested. Detailed receipts are required (must show GST paid).
 - (2) Private accommodations should be conducive to ensuring the purpose of the business trip is not compromised. The eligible rate is \$50.00 per night. No receipts are required.

- 3 Meals:
 - (1) Where meals are not provided as part of the business event, the maximum amounts (including gratuities) that may be claimed, without receipts, are:

(a) Breakfast	\$20.25
(b) Lunch	\$19.85
(c) Supper	\$50.00
(d) Daily Limit	\$90.10
 - (2) If circumstances require the above limits to be exceeded, receipts and an explanation must be provided to the Legislative Services Manager for approval.

- 4 Personal Vehicle Use:
 - (1) Councillors when required to use their private vehicles for City business will be reimbursed at a rate of \$0.58/km (not taxed – km must be logged).
 - (2) An 'Employee Expense Voucher' must be submitted to Legislative Services Manager.
 - (3) Councillors using personal vehicles for City business must be covered by valid third party liability of not less than \$1,000,000 and have confirmed with their insurance provider that they have appropriate insurance to cover the business use. There is no reimbursement of additional insurance costs for business use.

- 5 Vehicle Rental:
 - (1) In Canada:
 - (a) Councillors should advise the vehicle rental company that collision damage insurance is not required and should sign the company's waiver. The vehicle rental contract and the waiver must be attached to the reimbursement claim. Councillors are encouraged to make use of nationally advertised car rental agencies.
 - (2) Outside Canada:
 - (a) Councillors should advise the vehicle rental company that the collision damage insurance is required. Where vehicle rental contracts outside of Canada must be made in the employee's name, Councillors should advise the rental company that the collision damage insurance is required, even if paid with a VISA Gold or similar credit card as insurance regulations are different in each State and country.
- 6 Courses:
 - (1) Where travel is required for a course directly related to a Councillor's current term, reasonable travel expenses (e.g. mileage, lodging, meals) are reimbursed.
- 7 Other Related Guidelines:
 - (1) Receipts are required for registration fees for conferences, convention, seminars and courses.
 - (2) Missing Receipt Acknowledgement forms must be filled out after all attempts to obtain a duplicate copy are exhausted.
 - (3) Gratuities are reimbursed to a maximum of 15 percent, consistent with #3 noted above.
 - (4) Foreign exchange rate costs for approved travel or other business purposes will be reimbursed, where applicable, at the actual cost in Canadian funds as indicated on credit card or other statement. Proof of current exchange rate charged must be provided.
 - (5) Reasonable personal telephone calls and appropriate miscellaneous expenses (e.g. parking) will be reimbursed. Note: fines for parking and traffic violations will not be reimbursed.
 - (6) While The City does not generally reimburse spousal expenditures, when a Councillor, as a representative of The City is attending a supper or the main banquet as part of a conference or workshop, the cost of their spouse or partner's ticket for that supper or main banquet will be paid by The City

- (7) When personal credit cards are used for business expenses, The City will not reimburse annual fees and interest charges. No personal charge or credit cards will be applied for by Councillors in the name of The City of Red Deer.