

## TOWN OF STETTLER

Prepared by: Economic Development Board    Number: XVI-3(a)  
Adopted by: Economic Development Board    Date: 1991 03 04  
Revised:

Title:                    **Remuneration for Subsistence and Accommodation**

Purpose:                To establish reasonable and consistent travel and subsistence allowances for Members of Stettler Economic Development Board while on Board business.

Policy Statement:    Subsistence will be reimbursed at up to \$40.00 per diem upon submission of receipts. The per diem allowance shall apply where three meals are provided during a full day at the expense of the Member of Board, 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. When a member of the Board chooses other than hotel accommodation, a per diem of \$30.00 will be paid in lieu of reimbursement of accommodation receipts.

When a conference or meeting location exceeds sixty (60) miles from Stettler and proceedings commence in the A.M., the preceding nights accommodation costs shall be paid upon submission of appropriate receipts.

Out-of-town travel on Board business will be reimbursed at the rate of 30 cents per kilometre.

Each Member at Large shall receive 30 cents per kilometre reimbursement for attending all Board meetings, with payment being made semi-annually.

Town or County Councils wishing to access funding for proposed Economic Development Projects will present a request to the Board at one of its regularly scheduled meetings, or at a special meeting, prior to funds being dispersed to either Town or County Council.

A request for funds "after the fact" may be considered by the Board but with no guarantee for funding.