

TOWN OF STETTLER

<u>Prepared by:</u>	Department Heads	<u>Number:</u>	II-7(c)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1986 04 15
		<u>Previous Policy:</u>	2007 09 18
		<u>Current Policy:</u>	2025 08 05

Title: Subsistence and Accommodation

Purpose: To establish reasonable and consistent travel and subsistence allowances for Town of Stettler employees, Elected Officials, and Committee or Board Members while on Town Business.

Policy Statement: Elected Officials and Town employees attending meetings, conventions, seminars, courses, or conferences on behalf of the Town of Stettler will be reimbursed for reasonable expenses. Members of the public-at-large who are appointed by Council to Town Boards or Committees will be reimbursed for reasonable expenses.

Responsibilities: Expense claims shall be submitted within sixty (60) days of the incurring expense.

Where conflicts in interpretation of this Policy arise, the matter shall refer to the CAO.

Employees are expected to be reasonable in their requests for subsistence and accommodation benefits. E.g. If you choose to arrive at a conference early the Town will not reimburse you for extra expenses.

Meals: Meals will be reimbursed at up to \$80.00 per diem plus applicable tax upon submission of receipts.

Breakfast	\$20.00
Lunch	\$25.00
Supper	\$35.00

The per diem allowance shall apply where three meals are provided during a full day at the expense of the employee, and are not included in travel fares, conference fees or provided by others. The Town will not reimburse for substitute meals where meals are being offered as part of such events.

Alcoholic beverages will not be approved for reimbursement.

Accommodation: Accommodation will be reimbursed at single room rate on submission of receipts.

When a conference or meeting location exceeds one hundred (100) kilometers from Stettler and proceedings commence in the A.M., the preceding nights accommodation costs shall be paid upon submission of appropriate receipts.

Milage: Employees who are required to use their personal vehicle for out-of-town travel on Town of Stettler business will be reimbursed at the rate of \$.50 per kilometer.

Parking: Parking costs will be reimbursed upon submission of receipts.

Air Travel: Air travel will be arranged at economy rates. Receipts must be produced for reimbursement.

An employee may choose to combine a motoring vacation with a business trip, provided vacation time is available. In this circumstance an employee will be reimbursed on the basis of the economy airfare rate.

Registration Fees: Registration fees may be prepaid by the employee. Registration and incidental (course materials, etc.) fees paid by the employee will be reimbursed on submission of receipts provided the fees are necessary for the purpose of the conference/workshop. Purchase of additional materials must have the approval of the employee's supervisor.