

Town of Eatonia Statement of Policy and Procedure			
Subject:	Travel Reimbursement Policy	Policy No.:	04
Date of Council Approval:	December 11, 2018	Resolution No.:	10/12/18
Amended:	May 13, 2025	Resolution No.:	21/05/25

Purpose:

- a) This policy provides a framework of accountability and rules in the reimbursement and payment of travel, meals and accommodations.
- b) This policy is intended to ensure fair and reasonable practices, and that individuals are properly reimbursed for expenses incurred while on authorized town business.
- c) This policy defines reimbursable travel, meals, and accommodation expenses that may be incurred while on authorized town business.

Objective:

Claimants and authorizers shall take the following principles into account in determining whether to make claims for and authorize reimbursements for travel expenses:

- a) Taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency.
- b) Only legitimate, approved expenses incurred in relation to town business will be reimbursed.
- c) Prior approval to incur expenses is required.

Interpretation:

In this policy:

- a) "Authorizer" means, with respect to a claimant, an individual with the authority to approve reimbursements under this policy.
- b) "Claimant" means any staff, council or committee member who seeks reimbursement of an expense under this policy.
- c) "Committee Member" means a member of a Committee established by Council
- d) "Council" means the Municipal Council of the Town of Eatonia.
- e) "Town" means the Town of Eatonia.
- f) "Town business" means activities intended to promote and achieve the goals and objectives of the Town of Eatonia.

Reimbursements:

- a) Claimant will be reimbursed only after the appropriate documentation has been submitted, reviewed and approved.
- b) When a claimant is charged GST on an expense reimbursable under this policy, the claimant shall be reimbursed either the total amount shown on the receipt, including the GST, or the maximum reimbursable amount, whichever is less.

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Travel Expenses:

- a) Any claimant is expected to travel the most direct route.
- b) When two or more claimants are attending the same seminar, convention, meeting, or workshop, carpooling shall be practiced whenever possible.
- c) Expenses relating to personal vehicles such as maintenance, repairs, accident deductibles, or tickets, etc. will not be reimbursed.
- d) Vehicle mileage per diem will be reimbursed as per the rate set out in Appendix “A”.

Meal Expenses:

- a) A claimant must submit a detailed receipt showing the actual cost of the meal, excluding alcoholic beverages, plus a gratuity of up to 10 percent.
- b) A claimant must not claim a meal expense if a meal is provided at no cost unless the claimant declines the meal because of a dietary restriction.
- c) Meals for a spouse travelling with a claimant on town business will not be reimbursed.
- d) Expenses for meals incurred if over the maximum limit while claimant is attending a special assignment will be reimbursed with council approval.
- e) Meal expenses will be reimbursed as per the rates set out in Appendix “A”.

Accommodation Expenses:

- a) An overnight stay, in association with a one-day meeting, seminar or workshop is justified, depending on the scheduled start and end times of the meeting, and that the required distance to be travelled exceeds 150 kilometers unless there are special circumstances (ex. snowstorm).
- b) Accommodation for overnight stays will be booked by administration and will be selected on the basis of practical location and reasonable cost.
- c) Claimants are to pay for the expense of accommodation and submit receipts for reimbursement.
- d) Personal expenses on hotel bills such as movie charges, long distance calls, alcoholic beverages, or gift shop charges will not be reimbursed.

Hours Expense:

- a) A claimant will be paid a maximum of 8 hours while attending a meeting, seminar, or workshop.
- b) Claimants who attend SUMA Convention will be paid for the following hours:

Sunday	Maximum 4 hours for the education sessions they attend
Monday	8 hours
Tuesday	8 hours
Wednesday	8 hours

- c) Hours will be reimbursed as per the rates set out in Appendix “A”.

Repeal of Former Policies:

- a) Policy No. 01 and 02 are repealed.

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**APPENDIX “A”
TRAVEL, MEAL AND LODGING REIMBURSEMENT**

EXPENSE TYPE	REIMBURSEMENT
Vehicle Mileage Per Diem	\$0.53 per kilometer travelled
Maximum reimbursable meal rates include gratuities and GST	Breakfast - \$16.00 Lunch - \$23.00 Supper - \$31.00
Lodging	Actual Expense, as per receipts
Hours: Council Member Hours: Staff Member	\$15.00 per hour As per their current hourly wage
Other (parking, registration fees, etc.)	Actual Expense, as per receipts