



## County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.2 Payroll & Benefits

12.2.7

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Title Employee Subsistence & Travel

### 1. Policy Statement:

1.1. The County will reimburse actual and reasonable personal and travel expenses incurred by Employees in the performance of their duties.

### 2. Responsibilities:

2.1. Employees are expected to submit their expense claims within sixty (60) days of incurring the expense.

2.2. Where conflicts in the interpretation of this Policy arise, the matter shall be referred to the CAO.

3. **Mileage:** Mileage rates are to reflect the Canada Revenue Agency (CRA) rates in January of each year.

4. **Meals:** Actual Cost upon submission of receipts. Meals are reimbursed when travelling outside the County boundary and/or within the region upon the approval up to a maximum of:

4.1.1. Breakfast: \$20.00

4.1.2. Lunch: \$25.00

4.1.3. Dinner: \$35.00

4.1.4. No alcoholic beverages will be approved.

4.1.5. Gratuity may be included.

5. **Accommodations:** Actual Cost of standard accommodation rate upon submission of receipts.

6. **Parking:** Actual Cost upon submission of receipts for parking.

7. **Out of Province Travel:** Travel out-of-province must receive prior approval from the CAO. It is expected that Employees use the most direct, practical, and cost-effective route and mode of transportation.

### 8. Related Documents:

8.1. Expense Claim Form

Previously Signed

Scott MacDougall, CAO

CG20250225.009

Resolution