



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

11.0 Council

11.0.9

Title Council Subsistence & Travel

1. **Policy Statement:**

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

2. **Responsibilities:**

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

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

3.1. Each Councillor has discretionary use of up to 500 kilometres per month to attend County business.

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 Council, unless it is otherwise approved through Policy. It is expected that Councillors 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

CG20250225.010

Resolution