

	Policy Number:	ADM 26
	Policy Title:	Per Diem and Expense Reimbursement
	Policy Category:	Administration
	Approval Date:	November 15, 2022
	Motion Number:	22-514
	Effective Date:	January 1, 2023
	Rescinds Policy:	N/A
	Responsible Department:	Corporate Services and Finance
	Review Date:	

PURPOSE

This policy sets out the circumstances in which honoraria and expenses will be paid, the rates at which they will be paid, and the time they will be paid.

1.0 GUIDING PRINCIPLES

- 1.1 Claimants and approvers shall take the following principles into account in determining whether to make claims for and authorize reimbursements and allowances:
- Tax payer dollars are to be used prudently and responsibly with a focus on accountability and transparency;
 - Travel, meal, hospitality, and other expenses must be work-related;
 - Only legitimate and approved expenses incurred in relation to MD business will be reimbursed;
 - Prior approval to incur expenses is obtained where appropriate;
 - Claims should be able to withstand scrutiny by the members of the public;
 - Claims should be properly explained and documented; and
 - Claims should be reasonable and appropriate.

2.0 ACCOUNTING

- 2.1 Administration is responsible for recording and reporting:
- a. Regular and Special Council Meetings recorded in minutes
 - b. Assessment Review Board Hearings
 - c. Development Appeal Board Hearings
 - d. Councillor Supervision and Councillor-Other days
 - e. Reeve and Deputy Reeve duty days
 - f. ASB Chairman Duty days
 - g. ASB Meetings

- 2.2 Councillors are responsible to report:
- a. All special and committee board meetings attended.
 - b. Per diem and expenses incurred other than those paid by the MD.

To be submitted on a monthly basis after the meetings or events.

- 2.3 Agriculture Fieldman to report on behalf of ASB members:
- a. All regular ASB meetings and ASB conferences and events attended.
 - b. Per diem and expenses incurred other than those paid by the MD.
 - c. ASB Chairperson Duty (see 3(g) below)

To be submitted on a monthly basis after the meetings or events.

- 2.4 Members at large are responsible to report:
 - a. All regular board meetings and all committee meetings.
 - b. To be submitted on a monthly basis after the meetings.
- 2.5 Staff are responsible to report:
 - a. All expenses related to travel for MD Business or for attending pre- approved training or conferences.
 - b. All other non-travel related expenses.

To be submitted on a monthly basis or within 30 days after the meeting or event.

3.0 DAYS WHICH QUALIFY FOR PER DIEM AND EXPENSES

- a. All regular and special Council/Board/Committee meetings plus travel time to and from home for such meetings (Councillors and ASB members only).
- b. All convention days attended plus reasonable travel time to and from home for the convention (Councillors only).
- c. Councillor Supervision - 3 days per month
- d. Councillor-Other - 1/2 day per month (allowance for attendance at public appearances, etc. throughout the year)
- e. Reeve Duty - 3 days per month served (in addition to C & D above)
- f. Deputy Reeve Duty - 1 day per month served (in addition to C & D above)
- g. ASB Chairperson Duty - 1/2 day per month (in addition to C & D above)

4.0 PER DIEM RATES FOR COUNCILLORS, ASB MEMBERS, AND MEMBERS AT LARGE

4.1 If a meeting is unable to proceed upon arrival of attendees, per diem will be paid at the less than 2 hours rate.

4.2 Where a councillor, ASB member, or member at large is paid per diem and/or expenses by another organization, they will be paid for the difference between what they received from the other organization and what they are eligible for if they were only paid by the MD.

4.3 Councillors

- a) Regular and Special Council Meetings
 - Per meeting \$ 300.00

When a regular and special council meeting are held on the same day, per diem shall be paid as one meeting.

When a regular and organizational meeting are held on the same day, per diem shall be paid as one meeting.

- b) Committee Meetings (including road tours and council as a whole)

Less than 2 hours \$ 100.00
 2 to 4 hours inclusive \$ 150.00

More than 4 hours..... \$ 300.00

When a regular or special council meeting and a committee meeting are held on the same day, the committee meeting will be paid in addition as per committee meeting hours.

When calculating hours for meetings, travel time is to be included.

c) Convention or other approved conferences or workshops

Less than 2 hours \$ 100.00
2 to 4 hours inclusive \$ 150.00
More than 4 hours..... \$ 300.00

When calculating hours for convention, conferences, workshops, travel time is to be included.

4.4 ASB Members

a) Regular Meetings

Less than 2 hours \$ 100.00
2 to 4 hours inclusive \$ 150.00
More than 4 hours..... \$ 300.00

When calculating hours for meetings, travel time is to be included.

4.5 Members at Large

a) Regular Committee Meetings

Less than 2 hours \$ 100.00
2 to 4 hours inclusive \$ 150.00
More than 4 hours..... \$ 300.00

Members at large are not eligible for travel time or other expenses and shall not include travel time when calculating hours for meetings.

5.0 EXPENSE RATES

5.1 Meals

a) When travelling on MD business, the claimant may claim a meal allowance for meals purchased. Meal allowances are:

Breakfast..... \$ 15.00
Lunch \$ 15.00
Dinner \$ 30.00

b) If a meal is provided (no cost to the claimant) at a convention, conference, training session, workshop, meeting, or other event, the meal allowance shall not be paid. The agenda or registration information shall be attached to the expense claim that details what meals are provided or not provided.

c) When travelling for part of a day, the claimant may be reimbursed for meals purchased:

- for breakfast, if the departure time is 7:30 am or earlier or the return time is 7:30 am or later, or
- for lunch, if the departure time is 1:00 pm or earlier or the return time is 1:00 pm or later,

- or
- for dinner, if the departure time is 6:30 pm or earlier or the return time is 6:30 pm or later.

5.2 Accommodation

- a) Accommodation shall be paid for the actual expense (detailed itemized receipt required). Reasonable accommodation choices shall be made.

Accommodation with a detailed receipt Amount Paid

- b) An allowance for accommodation may be claimed if staying with family and friends in a private residence (no receipt).

Accommodation without a receipt (per night) \$20.00

5.3 Mileage

- a) Mileage shall be paid for private vehicle use. Councillor or staff must have minimum one million liability insurance coverage on personal vehicle.

Rate per kilometer \$0.61

- b) For councillors – mileage shall be calculated from the councillor’s home. For staff – mileage shall be calculated from the MD Office (Town of Fairview).
- c) For all mileage claims, distances shall be calculated based on Google Map distances directly to the destination location or the nearest town/city.

5.4 Other Travel Expenses

- a) Other reasonable expenses such as parking, flights (economy class), baggage fees, seat fees, bus or cab fare, public transportation fees, and economy car rental shall be reimbursed (detailed itemized receipts required).
- b) If a councillor or staff member chooses a mode of travel that is not the most direct, practical, or cost-effective, he or she will be reimbursed for the lesser of the actual expense of the transportation; or an allowance equivalent to the expense of the most direct, practical, and cost-effective route and mode of transportation.

5.5 Advanced Payment of Expenses Relating to Travel

- a) Councillors may complete and submit a Councillor Travel & Convention Expense Prepayment Request Form to the Department of Corporate Services and Finance, requesting prepayment of 75% of the estimated eligible expenses relating to travel to and attendance at a convention.
- b) Staff may complete and submit a Travel Expense Prepayment Request Form to the Department of Corporate Services and Finance, requesting prepayment of 75% of the estimated eligible expenses relating to travel to and attendance at conventions, training, workshops and meetings.

6.0 PAYMENT SCHEDULE

6.1 Councillors

- a) Per diem and mileage for regular council meetings:

- Paid at year end; however, at the end of each quarter (Mar 30, Jun 30, Sep 30), councillors are paid \$1,000.00 which is treated as an advance of their year-end pay.
- b) Special meetings, committee meetings, road tours, RMA Convention and all other conventions and meetings.
- Paid monthly after the event(s).
- c) Per diem and mileage expenses for Councillor Supervision, Councillor Other, and Reeve and Deputy Reeve Duty days
- Paid at year end.
- 6.2 ASB Members
- a) Per diem and expenses for conventions
- Paid monthly after the event(s).
- b) Per diem and expenses for all other meetings
- Paid monthly after the event(s).
- 6.3 Staff
- a) Conventions, Training, Workshops, Meetings
- Paid monthly or within 30 days after the event(s).
- 6.4 Director of Corporate Services & Finance
- a) Paid for mileage for local trips (post office and bank) at 200 km annually at the current mileage rate stated above.
- b) Paid annually in December.
- 7.0 HOSTING**
- 7.1 Hosting or conducting a working session is defined as any event where a claimant incurs a non-travel meal expense while conducting MD business.
- a) Non-travel meal expenses that fall under this definition must be pre- approved by the CAO.
- b) Under no circumstances will expenses for alcoholic beverages be covered by the municipality.

DOCUMENT HISTORY

Action	Date
Amended	November 15, 2022 – Amendments Effective January 1, 2023
Amended	October 25, 2022 – Amendments Effective January 1, 2023
Amended	November 10, 2020 – Amendments Effective January 1, 2021
Amended	October 16, 2018 – Amendments Effective January 1, 2019
Amended	June 27, 2017
Amended	October 27, 2014
Approved	March 11, 2014 (#97-P-1)