

**TOWN OF
KIRKLAND LAKE**

POLICY

SECTION:	SUBJECT: TRAVEL EXPENSE POLICY	Pg. 1 of 1
		DATE: January 1, 2008 Repealing: July 3, 2007

The following regulations cover authorized out-of-town travelling expenses for elected and appointed officials and employees of the Corporation.

Transportation: (Receipts to be attached)

- > Public Commercial Carrier fare.
- > Pullman fare.
- > Airport limousine charges.
- > Municipal vehicle - fuel and parking charges.
- > Personally owned vehicles 43¢ per kilometre return and parking charges.
- > Cabs, transit and other forms of transportation for municipal business purposes.

Accommodation: (Receipts to be attached)

Hotel expenses for actual cost of room.

Allowance for Meals and Associated Tips:

If traveling out of town for a 24-hour period (overnight) then the per diem rate is \$90 per day, otherwise, you claim for the meals listed below. For example, if you leave Kirkland Lake at 10:00 a.m. and return by 4:00 p.m. the following day, you would claim \$90 for the 24-hour period (10 a.m. to 10 a.m.) and then would claim an extra \$15.00 for lunch.

If traveling out of town and not staying overnight then the individual be reimbursed at \$10 for breakfast, \$15 for lunch and \$20 for dinner.

If any of the above meetings, etc. take place in Kirkland Lake, actual expenses incurred will be reimbursed upon furnishing receipts.

Other Special Disbursements: (Receipts to be attached)

- > Convention, etc. registration fees (spouse, if registered).
- > Telephone charges for municipal business purposes only (Name, location and purpose to be stated).
- > Occasional entertainment of officials of other Municipal, Provincial, or Federal Governments and their Agencies (Name of individuals and titles are to be shown on account).

Accounting For Advances:

Funds advanced for travelling expenses shall be accounted for by the completion of approved forms within two weeks of return to the Municipality. If funds advanced are in excess of the total accounted for, the balance of the monies is to be refunded to the Treasurer. If expenditures accounted for are more than the advances received, a cheque for the balance will be paid by the Treasurer.

Approved by: Council Resolution

Date: December 4, 2007

