
Procedure Title: Reimbursements
Policy: 1300-03
Adopted: January 26, 2011
Amended: May 19, 2014



POLICY STATEMENT:

This policy will establish the rate and procedure for reimbursement of cost incurred expenses by employees and representatives by the Village of Mannville while on municipal business. Reimbursement for out of pocket expenses incurred while on municipal businesses which would apply to Council, CAO, Management and all staff and recommended a policy be established.

GUIDELINES AND PROCEDURES:

Expense claims must be submitted in accordance with the Expense Claims Policy #1300-05 and amendments. Reimbursement for costs incurred while on municipal business will be paid as follows:

Use of Personal Vehicle	As per the CRA amount
Meal Allowance	Maximum of \$55.00/day for meals
Parking and Incidentals	By receipt or \$15.00 each/day Maximum daily allowance \$30.00
Accommodations	By receipt or \$50.00 /day minimum \$225.00 /day maximum

This policy shall apply to all elected officials, designated officers, appointed representatives and employees of the municipality. These rates are subject to review at least annually and can be changed by majority vote of Council as a whole.