

**POLICY NUMBER:** HRG-016  
**POLICY SUBJECT:** TRAVEL & SUBSISTENCE  
**DEPARTMENT:** HUMAN RESOURCES  
**INITIAL EFFECTIVE DATE:** 1991  
**EFFECTIVE DATE:** SEPTEMBER 12, 2022  
**REVISION DATE:** AUGUST 26, 2013  
MARCH 28, 2011  
**REVISION NUMBER:** 4

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**I PURPOSE**

- 1.1 To set out compensation levels for travel and subsistence expenses for Staff, Council, and Committee Members of the Town of Coaldale.

**II DEFINITIONS**

- 2.1 In this Policy:
- a) "Committee Members" means those individuals appointed by Council to the various committees, boards, authorities and commissions of the Town of Coaldale.

**III ACCOMMODATION**

- 3.1 The actual cost of single accommodation, as supported by proper receipts, will be paid when travelling on Town business and when the distance to and the time of the meeting or function requires an overnight stay(s). If private accommodation is arranged, \$50.00 per night may be claimed without providing a receipt.
- 3.2 Should the travel be outside of Canada, a total of \$10.00 per day can be claimed without receipt for cell phone roaming and long-distance charges. This relates only to travel for Town business activities, or travel related to Town sanctioned training events.

**IV MEALS**

- 4.1 The following, which include GST and gratuity, will be paid for meals with no requirement for receipt, when travelling on Town business, and when the meeting or function attended does not provide meals:

Breakfast: \$15.00    Lunch: \$20.00    Supper: \$25.00    Total Daily: \$60.00

When travelling outside of Canada, the above amounts will be based on the local currency and subsequently translated to Canadian dollars when the expense claim is made. For example, should an eligible person travel to the United States for Town business, the meal allowance will be \$60.00 in US dollars. This will then be translated to Canadian dollars, using the daily average exchange rate for reimbursement.

Any meal cost exceeding the guideline amount, excluding the cost of alcoholic beverages, must be supported by the submission of proper receipts. A gratuity of up to 15% may be included in the claim.

- 4.2 A meal cost may not be claimed for any meal which is provided and does not require any individual expenditure (such as those supplied in air travel, seminars and conferences).
- 4.3 When Management Staff are required to provide goodwill meals to visitors, developers and dignitaries as part of their role, they may claim the costs of these meals.

## **V TRANSPORTATION**

- 5.1 Normally, the lesser vehicle mileage or airfare equivalent (plus taxi costs) will be paid. When an individual is accompanied by a spouse or travelling companion, any related airfare cost is to be paid directly by the individual.
- 5.2 Permission must be obtained from the appropriate Department Head or Chief Administrative Officer, with the exception of elected officials and chief elected officials, to travel by personal car. Compensation will be paid based on the total kilometers travelled at the compensation rate equal to that established by the Canada Revenue Agency on the date of travel.
- 5.3 When more than one individual travels by personal car to attend the same function, kilometers will be paid for one vehicle only, unless other arrangements are approved by the appropriate Department Head or Chief Administrative Officer prior to the trip.

## **VI CONFERENCES, WORKSHOPS AND OTHER EVENTS**

- 6.1 Receipts are required for all seminar, workshop and conference registration fees.
- 6.2 When conferences, workshops or other events include a specific formal entertainment function (examples: AUMA Conference Banquet; AUMA Conference Council Dinner; LGAA Banquet), the cost for attendance only to such a function may be covered for one (1) companion in addition to the individual attending on behalf of the Town of Coaldale, up to a maximum of \$200.00 per person per year.

**VII PER DIEMS**

- 7.1 Per Diems shall be paid when Public Members of Committees attend a function in their capacity as a Committee Member for the Town of Coaldale outside of the boundaries of the Town of Coaldale, except Regular Committee Meetings and Special Committee Meetings regardless of their location. Per diems will be as follows:
- a) ½ Day (function up to four hours) - \$100.00
  - b) Full Day (function exceeding four hours) - \$200.00
- 7.2 Notwithstanding Section 6.1, when a Committee Member attends a meeting or function where they have been appointed as a representative of the Town of Coaldale, whether a committee, board, commission or authority, and said body pays remuneration for their attendance, the following shall apply. All remuneration (including per diems) for attending such a meeting or function shall be paid directly to the Town of Coaldale. The Committee Member shall then claim to the Town of Coaldale, within the regulations of this policy of the Town, for their attendance to said meeting or function.
- 7.3 All committee members (excepting elected officials) must first receive authorization from the Department Head or Chief Administrative Officer for any trip, meeting or function requiring expense and/or travel compensation. No travel or expense compensation will be paid if prior authorization is not received.

**VIII FOREIGN EXCHANGE**

- 8.1 When expenses are paid in other than Canadian funds, the actual amount paid must be recorded on the appropriate lines in the claim form. These amounts will then be converted by the Town using the exchange rate obtained when advance monies are converted or when expenses are claimed.

**IX CLAIM APPROVALS**

- 9.1 Claims will be processed for payment only when signed by the individual submitting the claim and approved (by signature) as follows:

Submitted by:  
Mayor  
Deputy Mayor  
Councillor  
CAO

Approved by:  
Deputy Mayor, designate or CAO  
Mayor, designate or CAO  
Mayor, designate or CAO  
Mayor or designate

Department Head  
Management Staff  
All other Staff  
Committee Members

CAO or designate  
Department Head or designate  
Manager or Department Head  
Department Head or CAO

**X GENERAL**

- 10.1 All travel advances and expense claims should be submitted on a quarterly basis with the first quarter of the year claim due no later than April 15, the second quarter due no later than July 15, the third quarter due no later than October 15, and the fourth quarter due no later than January 15 of the following year. If at all possible quarterly submission of expenses is preferred for accounting purposes. All receipts must be submitted by no later than December 15 of each year. This is due to payroll and year-end accounting requirements.
- 10.2 All travel and expense claims will be submitted on the form attached hereto, and forming a part of this policy, as Schedule 'A'. Note that Schedule 'A' is subject to change as directed from time to time, by the Chief Financial Officer.

