



## Lethbridge County Policy Handbook

**EFFECTIVE:** November 19, 2010      **SECTION:** 100 NO.155 Page 1 of 3  
**APPROVED BY:** County Council      **SUBJECT:** Council / Employee Travel Expenses  
**REVISED DATE:** June 23, 2014

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### **PURPOSE**

To establish a guideline for recovery of travel costs incurred by Council / Employees while attending authorized conferences, seminars or any other approved activity deemed necessary for the ongoing operations of Lethbridge County.

### **GENERAL CONSIDERATIONS**

Councillors / employees will be compensated for travel costs when they are away conducting business for Lethbridge County. Advance requisitions prior to travel are not permitted. The process for the recovery of travel costs is detailed in the procedure of this policy.

### **PROCEDURE**

All claims for incurred costs are to be submitted by employees using an approved **Expense Claim** form under the terms and conditions listed below. **Councillors will submit their receipts and claims to the Executive Secretary who will prepare the claims for payment.**

1. **Registration** – all registration in programs, activities, materials and prepaid banquet tickets (if required) will be paid separately by the County. Councillors / employees should give a minimum of two (2) weeks notice if unable to attend.
  - a. If costs are incurred by the County due to cancellation, the money will be recovered by Lethbridge County except in emergency or pre-approved situations.
2. Hotels shall be paid, when authorized, for attendance at conferences or meetings outside Lethbridge County as set out in Schedule “A”. Any hotel expense that is in excess of the maximum approved daily rate shall be pre-approved. Approved expenses are for daily room rates and applicable taxes.

**Alternate Lodging Allowance** shall be paid when a Councillor / Employee uses alternate accommodations in lieu of the above paragraph while attending authorized events outside Lethbridge County; for example, staying in an RV or with family or friends. The rate for such alternative lodging is set out in Schedule “A”.

3. **Taxi Service and Parking Fees** shall be paid for incurred costs related to required event attendance.
4. **Travel Subsistence** shall be paid, when authorized, for attendance at conferences or meetings outside Lethbridge County for meals and gratuities as set out in Schedule “A”.



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5.      **Transportation:** The method of transportation will be determined by what is most cost-effective for the County.

**Airfare** shall be paid for incurred costs, when authorized, for travel to conferences or meetings.

**Mileage** shall be paid, when authorized, for Councillors / Employees who are required to use their personal automobile to carry out County business, originating from their normal Place of work. The approved rates per kilometer and distance calculations are included in Schedule "A".

6.      **Convention Allowance** shall be paid to councillor\employee when attending conference\conventions to reimburse councillor\employee for any out of pocket expenses; for example, meals not included in the convention\conference registration costs.

**Airfare** shall be paid for incurred costs, when authorized, for travel to conferences or meetings.

### **Procedures:**

1.      Keep all receipts for hotel, taxi, parking, airfare, etc. (unless not required).
2.      Complete an Expense Claim Form and attach receipt. (Expense Claim Form found on S:Drive or Intranet)
  - a)      Use a separate form for mileage (Expense Mileage) as this is paid through Payroll.
3.      Have Supervisor or Reeve code, review, approve and sign-off on Expense Claim or Mileage Claim.
4.      Submit to Accounts Payable or Payroll for reimbursement.



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## SCHEDULE "A"

### COUNCIL / EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT

Effective: June 23, 2014

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**Airfare, Taxi Service and Parking Fees** (receipts required) – Incurred expenses.

**Hotels** (receipts required) – Incurred expense to a maximum of \$200.00 per day without prior approval.

**Alternate Lodging Allowance** (no receipt required) - \$125.00 per night.

**Mileage per kilometer rate** (no receipt required) – **Canada Revenue Agency recommended rates** (for actual kilometers driven). Council and employees are encouraged to travel together whenever possible or to take a County vehicle.

**Travel Subsistence Allowance** (no receipt required) – Please note that the County will not reimburse for any liquor costs unless approved under special circumstances.

- **Breakfast**      **\$10.00**
- **Lunch**        **\$20.00**
- **Supper**        **\$30.00**

**Convention Allowance** (no receipt required) - \$60.00 per day.

**Gratuity Allowance** (no receipt required) - \$9.00 per day for 24 hour period.