



TITLE: Council Expense Policy
NUMBER: COU-007
CATEGORY: Council
DATE: September 26th, 2018
REFERENCES: By-Law 2018-87

1.0 Purpose

It is deemed expedient to have in place an Expense Policy for Conference, Seminar/Workshops, and Training etc. for members of Centre Hastings Council.

2.0 Eligibility

Conferences, seminars, workshops and training eligible under this Policy are restricted to those relative to municipal governance.

- 2.1 Members of Council will be eligible to attend one conference per year.
- 2.2 Members of Council may attend Seminars, Workshops and Training Sessions. Attendance at such functions requires approval from Council prior to enrolment.

3.0 Reimbursement of Expenses

The municipality will reimburse the following expenses for members of Council attending conferences, seminars, workshops and training sessions.

- 3.1 Registration fees (if applicable).
- 3.2 Hotel Accommodations.
- 3.3 Transportation (mileage, etc.) Where alternate forms of transportation are available; consideration should be given to using the most economical mode.
- 3.4 Parking, taxi expenses.
- 3.5 A per diem of \$75.00 per day.
- 3.6 The payment of expenses shall be subject to the submission of proper itemized receipts in support thereof.
- 3.7 Members of Council shall reimburse the municipality for any and all costs related to spouses or significant others attending the conference.

4.0 Non Attendance

It is recognized that the early confirmation deadlines imposed by the Associations may result in situations where a Council member must cancel his/her attendance at the conference/seminar/training. All efforts shall be made to transfer the registration and/or accommodation to another participant, if unable to cancel the registration.

5.0 Review

The Council Expense Policy (COU-007) shall undergo a review each term of Council.



ELECTED OFFICIAL CONFERENCE OR TRAVEL REIMBURSEMENT

Expense voucher for _____

Name of Member of Council _____

(Name of Convention, Conference, Training or Seminar if applicable)

in the city of _____ on _____

Category	Description	Total
Transportation Rail/Taxi etc.		\$
Mileage @ .52 per km		\$
Per Diem @ \$75.00 per day		\$
Miscellaneous (Parking etc.)		\$

TOTAL EXPENSES: _____

Member of Council Signature

Date