



POLICY – HR 07

SUBSISTENCE

APPROVAL DATE:	2006-11-23	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-8-13, 2020-11-09	REVIEW DATE:	2023

POLICY STATEMENT

To establish the procedures and rates by which the Village of Marwayne shall reimburse its Employees for subsistence and travel expenses whilst conducting official Village of Marwayne business.

OBJECTIVE

To fairly and equitably reimburse Village of Marwayne Employees for out of pocket expenses incurred whilst conducting official Village of Marwayne business.

DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.



Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- When an Employee travels outside of the Village of Marwayne on official Village business, the Village of Marwayne shall reimburse the Employee, upon submission of the approved expense claim form and corresponding receipts authorized by the CAO.
- The Employee may claim either the cost of their meals on production of receipts or the meal allowance as established by Council.
- The reimbursement for expenses is as follows:
 - **Accommodations**
 - Employees may be reimbursed for their hotel accommodations if the departure time is earlier than 6:30 a.m., therefore necessitating an overnight stay.
 - Employees may be reimbursed for one night's accommodation for each two days of business, provided that the departure time is earlier than 6:30 a.m. or later than 8:00 p.m.
 - **Meals** (\$75.00 per day or \$25.00 per meal)
 - **Breakfast**
 - If the departure time is earlier than, or the return time is later than, 7:30 a.m.
 - **Lunch**
 - If the departure time is earlier than, or the return time is later than, 12:00 p.m.
 - **Dinner**
 - If the departure time is earlier than, or the return time is later than, 6:30 p.m.



- **Kilometers**
 - Reimbursed at the rate established by Council during the annual organizational meeting.
 - Employees are only reimbursed for the distance in kilometers for the most direct route to/from their destination.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant