

Village Of Cache Creek

Policy No. B-9

Council Expenses

Date Approved by Council:

November 26, 2001

Effective:

Retroactive to October 9, 2001

Date Amended by Council:

March 8, 2004

September 6, 2005

August 19, 2019

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Purpose:

This policy is to establish guidelines for the reimbursement of expenses of Council members while on approved Village of Cache Creek business.

Procedures:

A Council Member shall be reimbursed for expenses incurred when travelling as a representative of the Municipality beyond its boundaries to attend a course or convention, with the following procedures:

1. Council must approve all official travel.
2. The Mayor or the Chair of the Committee responsible for finance must sign all Travel Claim Forms.
3. The Chair of the Committee responsible for finance shall sign the Mayor's Travel Claim Forms and the Mayor shall sign the Chair of the Committee responsible for finance's Travel Claim Forms.
4. Advances may not exceed estimated costs.
5. All required receipts must be turned into the Chief Financial Officer to support the claim.

Registration

The Village will pay registration fees as stated by a receipt or registration form.

Travel

1. Air, Bus, Rail - actual economy fares (every effort should be made to take advantage of special fares, i.e.: advance booking, etc.), supported by a receipt.
2. Private Automobile at rate determined annually by the Canada Revenue Agency in their listed Automobile Allowance Rates, as per the attached mileage chart unless otherwise authorized by Council.
3. Private Plane will be reimbursed as if a Private Automobile were used; this includes mileage, parking, ferries, and other related automobile expenses.

Per Diem

\$120.00 per day - if travel originates after 12 noon, one-half the per diem rate may be claimed. On return, if travel is completed by 12 noon, one-half the per diem rate may be claimed. This rate is increased to \$150.00 per and \$75.00 per half day when staying in the Greater Vancouver and Victoria areas.

Accommodation

The actual cost of a single standard room in the hotel approved by Council shall be covered. The claimant will be responsible for any extra room charges such as mini-bar or movie rentals.

Incidental Expenses

Expenses incurred directly related to travel provided they are reasonable and supported by receipts, e.g.: taxis, etc.