



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION: Travel Expenses	POLICY NUMBER: TRA 0020 DATE APPROVED: February 13, 2008 DATE REVISED: January 18, 2012
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Purpose of Policy: To outline the terms and conditions for council members and staff to be reimbursed for travel expenses while on Town business.

Scope: This policy applies to all departments, boards, and commissions, agencies and other organizations falling within the reporting entity of the Town of Carlyle.

Meal Expenses:

Rates for reimbursement of meal expenses will be based on the Provincial Government rates. No claim for meal allowance may be made for:

- Breakfast, if departure is later than 7:30 a.m. or the return is earlier than 8:30 a.m.
- Lunch, if departure is later than 11:30 a.m. or the return is earlier than 12:30 p.m.
- Dinner, if departure is later than 5:30 p.m. or the return is earlier than 6:30 p.m.

Meal reimbursements are not to be claimed if meals are included in the cost of registration for the event or supplied at the event.

Receipts are not necessary to be submitted for expenses claimed under this portion of this policy.

Mileage:

Mileage reimbursement will be based on the Provincial Government rates.

Accommodation:

Accommodations will be reimbursed at actual cost. Receipts must be provided for reimbursement.