

Travel, Meals and Accommodation Policy	Policy No. 1.3.8
<u>Date of Policy:</u> October 10, 2017	<u>Revision:</u> May 13, 2019 June 10, 2019 October 13, 2020
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Purpose:

To set the rates for remuneration and reimbursement for travel, meals, and accommodations incurred by members of Council and Town employees.

1.0 Mileage Rate:

The mileage rate shall be the mileage rate set by the Saskatchewan Public Service Commission April 1st and October 1st annually.

2.0 Meal Allowances:

Meal allowance rates shall be the meal allowance rates set by the Saskatchewan Public Service Commission April 1st and October 1st annually.

3.0 Accommodation:

Hotel costs shall be reimbursed at actual cost for the duration of the event attended. Hotel rooms shall be paid for the nights immediately preceding and following the event being attended should travel not be possible on the days of the event.

Private residence rates shall be the accommodation rates set by the Saskatchewan Public Service Commission April 1st and October 1st annually.

4.0 Reports to Council:

If a travel item is included in the line budget, no memo to Council shall be necessary.

If the travel item is not specifically included in the line budget, a request shall be submitted to Council for approval. Requests for approval may be submitted to Council and approved retroactively only under special circumstances such as meetings which come up prior to the next Council meeting.

Directors shall summarize all departmental travel in the monthly reports to Standing Committees.

5.0 Emergency Measures Organization (EMO) Travel:

Travel, meals and accommodations for EMO committee members attending courses in Emergency Management will be reimbursed in accordance with the provisions of this policy.

6.0 Spouses' Expenses:

Expenses shall be paid for spouses of award recipients when attending an awards ceremony.