

Travel, Meals and Accommodation Policy

Policy No. 1.3.8

Date of Policy: October 10, 2017

Revision:

Motion Number: 9(b)(ii)

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 and 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, a memo shall be submitted for Council's information only. 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.

5.0 Spouses' Expenses:

Hotel expenses and registration fees for spouses of Town employees attending conventions and seminars which include spousal programs will be paid by the Town.