NIPAWIN
EXCEPTIONAL BY NATURE

TOWN OF NIPAWIN
POLICY MANUAL

Policy Title	Effective Date	Updated to	Policy Number
Travel, Meals and Accommodation Policy	October 10, 2017	December 11, 2023	1.3.8

Purpose:
To set the rates for reimbursement for travel, meals, and accommodations incurred by Town employees.

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

2. **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. **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. **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.

   General Managers shall summarize all departmental travel in the monthly departmental reports to Council.

5. **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.

Policy Title	Effective Date	Updated to	Policy Number
Travel, Meals and Accommodation Policy	October 10, 2017	December 11, 2023	1.3.8

6. Spouses' Expenses:

Travel, meal, and accommodation expenses shall be paid for spouses of award recipients when attending an awards ceremony.

Mayor

Chief Administrative Officer