



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-018

Policy Title: Travel & Vehicle Policy

Policy Objective:

To provide guidelines for office staff when traveling for conferences, training and other approved events.

Authority: (Bylaw#, Resolution date/#)
Resolution #25, December 16, 2013

An employee may travel as part of their position. Employees may be required to attend conferences, training sessions or other events outside of the R.M. of Corman Park. Employees may also be required to travel within the R.M. for out of office meetings, picking up supplies, and checking land in the R.M.

For Use of R.M. Vehicles or personal vehicles for R.M. related business:

Mileage/ Fuel Reimbursement:

- Employees may use their own vehicle for R.M. related business.
- Employees are requested to keep track of mileage and submit the mileage to the Administrator to be compensated at the same rate as provided by the Council Organization/ Remuneration Document which is passed by resolution of Council each year.

Use of Company Vehicle:

- Employees can request a company vehicle for R.M. use, one of the three may be made available.
- Employees are expected to fill the gas tank when the vehicle gets as low as $\frac{1}{4}$ of a tank.
- When utilizing a company vehicle, employees are considered a representative of the R.M of Corman Park and are expected to drive with due care, all speeding or traffic violations will be paid by the guilty party.
- Receipts for fuel used for R.M. related business should be submitted to the Administrator and will be reimbursed by cheque.



For Travel extending beyond the regular work hours:

- All travel must be approved by the Administrator.
- Hotel or airfare will be booked by the Human Resources Officer or Office Manager on the company credit card with approval from the Administrator.
- **Food as determined by the Provincial Government rates:**
 - Approved Meal Rate
 - \$41.00 total
 - Breakfast
 - \$8.00
 - Dinner
 - \$14.00
 - Supper
 - \$19.00
 - Employees must submit receipts for reimbursement to the Administrator.
 - The food allowance is only provided when attending an approved conference, training or other events that require the employee to be away from home or the office for greater than a 10 hour period.
 - No alcoholic beverages will be reimbursed.
- The same policy for vehicle use addressed above applies.

Other Expenses:

- Other expenses incurred by conducting R.M. business, including parking or any other reasonable expense will be reimbursed upon the submission of receipts and approval by the Administrator.