



**TOWN OF MILLET
COUNCIL ALLOWANCE, PER DIEM, TRAVEL &
SUBSISTENCE**

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POLICY STATEMENT:

To provide guidance to members of Council in regard to eligible and ineligible claims for conducting business on behalf of the Town of Millet.

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GUIDELINES

1. Members of Council shall claim per diems pursuant to Schedule "A" attached hereto and forming part of this policy.
2. Members of Council shall claim travel & subsistence pursuant to Schedule "B" attached hereto and forming part of this policy.
3. At the first Council meeting of any month, members of Council shall present a written report of any meetings attended. Acceptance of this written report by Council indicates that a per diem for the meetings attended, is to be paid.
4. This policy shall be reviewed and amended, if necessary, at each Council Organizational meeting held in October of each year.

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SCHEDULE "A" – Councillor's Allowance & Per Diem

1. Out of Town Per Diem: up to 4 hours* = \$50.00
up to 8 hours* = \$100.00
over 8 hours* = \$150.00
 - Includes travel time

2. Per Diem Claim Sheet
 - a) In order to claim for any per diem, the "Mayor & Councillor's Per Diem Claim Sheet" must be completed, and turned in to Administration by the 20th of each month in order to meet the deadline for payroll for the applicable month.
 - b) All claim sheets are to be reviewed by the CAO or Designate, before going to payroll, to ensure the claim is submitted for payment according to policy.
 - c) If there is some question regarding a claim, based on the policy, or if some information is missing or filled in incorrectly, the claim sheet is brought to the attention of the applicable Councillor for clarification and or adjustment.
 - d) The claim is returned to the CAO or Designate after the required adjustments or explanations are made by the Councillor.
 - e) If there is a dispute concerning the interpretation of the policy, the claim in question shall be submitted to Council for review and decision. Claims in question shall be reviewed by Council as a whole, and adjusted or approved, following the second Council meeting each month, as required. For July and August, following the one meeting per month, as required. Council's decision is final.

3. Current Monthly Allowance for Council

Mayor	\$850.00
Deputy Mayor	\$700.00
Councillor	\$650.00

The following meetings fall under the "Monthly Allowance", and are not claimed under the per diem:

- Council Obligations
- Regular Town of Millet Council Meetings
- Special meetings of Council that are held within the Town of Millet
- Town of Millet Committee Meetings
- Annual Joint meeting of the Town of Millet & County of Wetaskiwin

Councils (If out of town, mileage only may be claimed)

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Millet Communities in Bloom meetings / functions
Millet Seniors meetings / functions
Millet Community Drug Awareness meetings / functions
Millet Volunteer Appreciation meetings / functions
Millet & District Library meetings / functions
Millet & District Historical Society meetings / functions
Millet A.O.C. meetings
Millet Ag meetings.

Eligible Meetings to Claim Per Diem – Out of Town, Committee Obligations
Council Representatives to:

CAEP
West Dried Meat Lake Landfill Authority
West Central Planning Commission
Yellowhead Library
Victim Services, Wetaskiwin
Volunteer Lunch / Dinner
Appeal Board meeting
Central Alberta Mayor's Association
Emergency Public Warning System
Tourism
Northern Alberta Mayor's Association
JEDI – AGM
Citizens for Safe & Healthy Communities
Wetaskiwin Transportation Society
Capital Region Assessment Services Commission

Eligible to Claim Per Diem – by Written Invitation & Written Report Acceptance
by Council

Leaders of Tomorrow Kick Off
Meetings with any Provincial Officials
Mayor's Prayer Breakfast
Ground Breaking Ceremonies
EDA Breakfast

Eligible to Claim Per Diem – Written Report Acceptance by Council

Workshops, seminars, and conferences that are put on outside the jurisdiction of the Town of Millet, or it's Board's Commissions, Committees, or Agencies. (examples include: Brownlee L.L.P.; Government of Alberta; Jubilee Insurance: AUMA; CAEP)

Not Eligible for Per Diem – Out of Town

Leader of Tomorrow Selection Committee
Leader of Tomorrow Award Night
Leduc / Nisku Volunteer Breakfast

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Town of Millet Trade Fair
Chamber meetings
Volunteer Luncheons
JEDI
Seniors Homes & Community Housing

These listings are not meant to be all inclusive, but are examples in each category for whether claims are acceptable.

Council reserves the right to make the final decision on any claim in dispute.

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SCHEDULE "B" – Councillor's Travel & Subsistence Claims

1. Travel – Kilometers

- a. The rate paid per km is based on the current Provincial rate, as approved by Council at the Organization meeting each year.
Current rate is being paid @ \$0.50 per KM

Kilometers driven is based on the kilometers from the Councillor's home, direct to the point of destination(s), and return trip home.

If traveling to a second destination direct from a first destination, kilometers are based on the distance from home to the first destination, and from the first destination to the second destination, and the return trip home from the second destinations, and so on if more than 2 destinations are relevant. It is mandatory that the number of kilometers driven for each individual trip, or destination be identified for reimbursement.

2. Hotel / Accommodation

"Actual cost" is reimbursed, with the submission of a statement of account or receipt, showing the actual cost of accommodation. This expense is associated with attending overnight conferences or workshops, as approved by resolution of council. Proof of actual cost and identification of function attended must be submitted for reimbursement. This is for reimbursement if hotel costs are incurred by the Councillor out of pocket and not on the Councillor's Town of Millet Credit Card.

3. Meals / Subsistence

Meals are reimbursed according to the current meal rates, as approved by Council at their Organizational meeting each year.

Breakfast (prior to 11 a.m.)	\$10.00
Lunch (11 a.m. to 4 p.m.)	\$15.00
Dinner (after 4 p.m.)	\$25.00

Exceeding the applicable meal allowance will be at the Councillor's own expense. An exception may occur when the Mayor or Councillor is hosting a person or group on behalf of the Town. In this instance, it would be advisable to use the Town credit card if possible. To claim for meals, the Councillor must be in attendance at a function that has been ratified by resolution of Council. The function attended must be identified on the claim.

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4. Other Expenses

Such as taxi, train, airfare, etc. are reimbursed on a "Actual Cost" basis, with proof of cost submitted with claim. Proof of cost is mandatory to be reimbursed. To claim for other expenses the Councillor must be in attendance at a function that has been ratified by resolution of Council. The function attended must be identified on the claim.

5. Claiming for Kilometers driven or other out of pocket expenses:

- a) In order to claim for kilometers driven, or other out of pocket expenses, the "Town of Millet Expense Claim Form" must be completed, and turned in to Administration by the 20th of each month in order to meet the deadline for accounts payable for the applicable month.
- b) All claim sheets are reviewed by the CAO or designate, before going to accounts payable, to ensure the claim submitted for payment is according to policy.
- c) If there is some question regarding a claim, based on the policy, or if some information is missing or filled in incorrectly, the claim sheet is brought to the attention of the applicable Councillor for clarification and /or adjustment.
- d) The claim is returned to the CAO or designate after the required adjustments or explanations are made by the Councillor.
- e) If there is a dispute concerning the interpretation of the policy, the claim in question shall be submitted to Council for review and decision. Claims in questions, including statements from the use of the "Town of Millet Credit Cards" shall be reviewed by Council as a whole, and adjusted or approved, following the first council meeting each month, as required. For July & August, following the one meeting per month, as required. Council's decision is final.
- f) Any expenses paid for through the use of the "Town of Millet Credit Card" **are not** to be entered on the "Town of Millet Expense Claim Form." All credit card receipts or bills for expenses incurred through use of the credit card shall be submitted **directly** to Administration. If the credit card receipts or bills for the expenses incurred are not submitted directly to Administration, the Councillor will be billed for the applicable expenses. All charges on the "Town of Millet Credit Card" statements must be identified as to the reason for the charge; ie: purpose, destination, meeting, conference or workshop attended, by indicating that information on the receipts and or bills turned into Administration.

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