



Travel and Subsistence

Policy No.: CS-HR-1	Council Resolution No.: 323/2016
Department: Corporate Services	Authority: Council
Effective Date: July 1, 2016	Revision Date: June 13, 2016
Review Date: June 2019	Repealed Date:
Supersedes: 490/2015, Expense Claim Policy 08/10/27, 05/09/12, Expense Sheet Statement for Conferences 27S-811, External Events Expenditures 73C09/10/01	
Related Procedure No.: CS-HR-1	
Related Procedure Name: Travel and Subsistence	

Purpose

The Town of Taber recognizes the financial implications of business travel and the importance of fair reimbursement for such expenses.

Policy Statement


- 1) The principles included in this Policy apply to all Town employees and members of Town Council, respective boards, committees and commissions.
- 2) It is the responsibility of the Chief Administrative Officer and the Management Team in the case of employees, and the Mayor and Deputy Mayor in the case of Council members and other appointed officials, to ensure that the provisions of this Policy are followed.
- 3) Council shall have the final decision making authority as to if, when and by what means Council will travel on government business.
- 4) Department Heads have the final decision making authority as to if, when and by what means employees will travel on government business.
- 5) Approving requests for travel means that the Town has agreed to pay for the employee's reasonable and legitimate travel related expenses.



- 6) Re-imbursement for automobile allowance shall be in accordance with current government practices and standards.
- 7) All re-imbursements are made in Canadian dollars regardless of which currency was used to pay expenses when traveling outside of Canada on government business.
- 8) Employees will be reimbursed for travel, based on the most direct, practical cost-effective route and mode of transportation to reach that destination.
- 9) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

N/A



MAYOR

July 05, 2016.
DATE



CHIEF ADMINISTRATIVE OFFICER
(Acting)

July 4, 2016
DATE

PW

