THE CORPORATION OF THE
TOWNSHIP OF CENTRAL MANITOULIN

BY-LAW 2003-02

Being a By-law Respecting the Remittance of
Travel, Training and Conference Expenses

WHEREAS it is Council’s intent that an allowance be provided to ensure that persons
travelling out of the Township not be out of pocket for their own expense, and that Reasonable
Expenses be recoverable.

AND WHEREAS the following regulations shall be in force to regulate expense and expense
allowances for Council members, and employees travelling for the purpose of attending
conventions, seminars, training courses, visiting other municipalities and conducting other
Council business.

THEREFORE, the Council of the Corporation of the Township of Central Manitoulin enacts
as follows:

a) The Clerk Treasurer, or his designate, shall check and question, if necessary, all expense
accounts for Council members and employees, to ensure that they meet Council policy.

b) A check equal to approximately the estimated cost of a trip, may be issued to a person
authorized to travel on Municipal business. Schedule “C” must be submitted at least (7)
days prior to departure.

c) Expense accounts on the Municipality’s standard expense form as attached as Schedule
“B” must be submitted within seven (7) days of the return of the trip on Council business.
Accounts must include motel receipts; rail, and bus or airfare receipts, registration fee
receipts if applicable.

d) Credit cards receipts and debit card receipts are considered supporting documentation for
expenses.

e) The following type of expenses may be claimed for out of Township trips or where
necessary in Township expenses and are subject to the travel policy, (Schedule A).

   i) Air, bus, or train fare, parking and taxis – actual expenses.
   ii) Automobile allowance as set by council.
   iii) Hotel expenses.
   iv) Conference registration fees.
   v) Meals and incidentals. A per diem of $50.00 subject to attached Schedule
      “A”.

READ A FIRST, SECOND AND THIRD TIME AND PASSED
IN OPEN COUNCIL THIS ______________DAY OF _____________
2003.

_______________________________                                _________________________
REEVE                                                                                  CLERK

I, Ruth Frawley, Clerk of the Township of Central Manitoulin
hereby certify that this is a true copy of By-law 2003-02 as
passed in open Council on the ______________ day of
_____________________, 2003.
Council Members-Municipal Employees

PURPOSE: Budget policy will determine conference and/or seminar attendance.

APPROVAL: Approval of Council is required to attend conferences or seminars. A memo with the pertinent information will be given to Council prior to the meeting. Staff training must be approved by the Clerk Treasurer, as long as it is within the budget.

MILEAGE: The per kilometer rate as set by Council will be paid for private vehicles use. The current per kilometer rate is presently set at .40 per kilometer. Council’s policy is that all attempts must be made to share transportation. Wherever possible one vehicle will be used.

MEAL ALLOWANCE: Full Day $50.00 maximum. Or Breakfast $10.00, Lunch $10.00, Supper $30.00. Receipts must be provided.

PARKING: Receipts will be required to claim parking costs.

TAXI: Taxi charges incurred if used for municipal business, must have receipts.

HOTEL/MOTEL ACCOMODATIONS: Actual costs – Receipt required. Hotel/Motel charges are to be based on single occupancy rate unless the room is shared with another delegate.

NUMBER OF DELEGATES: Subject to budget deliberations and policy.
BY-LAW 2003-02
SCHEDULE “B”
TRAVEL EXPENSE VOUCHER

Name:_____________________________  Position: _____________________________

Re: _______________________________ Location: _____________________________

Dates: __________________________________________________________________

Council Motion No. ________________ Date Approved: ______________________

SECTION II – Transportation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount less G.S.T</th>
<th>G.S.T.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train/Plane/Bus/Taxi (Receipt Required)</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Car Mileage:___________km. @ .40 per km. =</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
</tbody>
</table>

SECTION III – Accommodations

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount less G.S.T</th>
<th>G.S.T.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motel/Hotel (Receipt Required)</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Conference Registration (Receipt Required)</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Meals (Receipt Required)</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Parking (Receipt Required)</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Miscellaneous – List Details</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
</tbody>
</table>

TOTAL EXPENSES: Section II & III $______ $______ $______

Less Advance: - $______ $______ $______

BAL. REQUESTED (or refund due municipality) $______ $______ $______

Signed by Applicant: ____________________________________________

Approved by: ____________________________________________

CLERK-TREASURER
THE CORPORATION OF THE
TOWNSHIP OF CENTRAL MANITOULIN

BY-LAW 2003-02

Schedule “C”

ADVANCE REQUEST

Name: _______________________________ Position: __________________________

Re: _________________________________ Location: ___________________________

Dates: __________________________________________________________________

Council Motion Number: ___________ Date Approved: ______________________

--------------------------------------------------

Destination

Place _____________________________

Hotel______________________________

Anticipated Expenses

Travel ____________________________

Hotel _____________________________

Food _____________________________

Registration ______________________

Miscellaneous ____________________

Total Number of Days ______________

Departure Date ____________________ Return Date _________________________

Purpose _______________________________________________________________

_________________________________                             ________________________
Department Head                                                                  Clerk – Treasurer

Approved by:

_________________________________                             ________________________
Department Head                                                                  Clerk – Treasurer