

**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.

THE TOWNSHIP OF CENTRAL MANITOULIN

BY-LAW 2003-02

Travel Policy

Schedule “A”

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.

