



TITLE:	Council Expense Policy
NUMBER:	COU-007
CATEGORY:	Council
DATE:	August 16th 2023
REFERENCES:	By-Law 2023-52 – Repeals By-Law 2018-87

1.0 Purpose

It is deemed expedient to have in place an Expense Policy for Conference, Seminar/Workshops, and Training etc. for members of Centre Hastings Council.

2.0 Eligibility

Conferences, seminars, workshops and training eligible under this Policy are restricted to those relative to municipal governance.

- 2.1 Members of Council will be eligible to attend one conference per year. Additional conferences are subject to the approval of Council and budget limitations.
- 2.2 Members of Council may attend Seminars, Workshops and Training Sessions subject to budget limitations.
- 2.3 Members of Council shall submit their conference intentions as part of the annual budget process for approval.

3.0 Reimbursement of Expenses

The municipality will reimburse the following expenses for members of Council attending conferences, seminars, workshops and training sessions.

- 3.1 Registration fees (if applicable).
- 3.2 Hotel Accommodations.
- 3.3 Transportation (mileage, etc.) Where alternate forms of transportation are available; consideration should be given to using the most economical mode.
- 3.4 Parking, taxi expenses.
- 3.5 Meals and incidental expenses (the lesser of actual costs up to a maximum of \$150/day with receipt)
- 3.6 The payment of expenses shall be subject to the submission of proper itemized receipts in support thereof.
- 3.7 Members of Council shall reimburse the municipality for all costs related to spouses or significant others attending the conference.

4.0 Non-Attendance

It is recognized that the early confirmation deadlines imposed by the Associations may result in situations where a Council member must cancel his/her attendance at the conference/seminar/training. All efforts shall be made to transfer the registration and/or accommodation to another participant, if unable to cancel the registration.

5.0 Review

The Council Expense Policy (COU-007) shall undergo a review each term of Council.



ELECTED OFFICIAL CONFERENCE OR TRAVEL REIMBURSEMENT

Expense voucher for _____

Name of Member of Council _____

(Name of Convention, Conference, Training or Seminar

if applicable) in the city of _____ on _____

Category	Description	Total
Transportation Rail/Taxi etc.		\$
Mileage		\$
Meals and Expenses (up to \$150/day with receipts)		\$
Miscellaneous (Parking etc.)		\$

TOTAL EXPENSES:

Member of Council Signature

Date