



## **THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**

### POLICY AND GUIDELINES FOR COMPENSATION for TRAVEL & MILEAGE – EMPLOYEES and COUNCIL MEMBERS

#### POLICY

1. Employees are entitled to compensation and reimbursement for expenses for time spent away from their regular jobs to attend a pre-approved meeting, conference, or education seminar on behalf of the municipality.
2. Council members are entitled to compensation and reimbursement for travel expenses for time spent away from home and the municipality on municipal business.
3. Compensation for mileage will be reimbursed under certain pre-authorized conditions at a rate to be determined from time to time by Council via By-law.

#### GUIDELINES

1. Employees and council members are entitled to compensation for mileage when they have travelled to attend a pre-authorized meeting or function outside the boundaries of the Municipality.
2. Individuals are required to provide their own means of transportation to travel to the venue of the approved meeting/training/convention etc. (Mileage is not awarded when travel is via municipal vehicle.)
3. Eligible recipients will be compensated the current mileage rate for the return direct distance between the regular place of employment or residence and the location of the course.
4. For authorized travel, individuals shall be compensated for meal allowance upon submission of dated receipts as per the Business Expense policy.
5. Employees will be compensated at their normal hourly rate for travel time. This will be calculated upon the direct distance between the normal place of work and the location of the course.
  - a. For trips less than 100 km compensation will be for travel time only. For trips over 100 km, compensation will include time for appropriate refreshment/fuel breaks.
6. Employees will be compensated at the appropriate hourly rate for the time spent in the course, meeting or training. Please note travel and attendance time on time sheets.
7. Council members will be compensated for travel time and time attending sessions as per the Municipal Remuneration by-law as amended from time to time.

8. All individuals will be required to present a brief summary to the Clerk/Council on the content of the training received, focusing on issues that require attention in our municipality/workplace, especially those that are legal requirements that staff might not have been previously aware of.
9. Mileage may be paid to an employee or council member attending to municipal business within municipal boundaries when it is not the usual order of business.
  - a. Example: an employee/councillor is requested to travel at his/her own expense to Deux Rivieres to inspect some type of municipal infrastructure or to attend a public meeting.
10. Whenever possible, staff and members of council shall car-pool to help reduce costs. Those who do not choose to car-pool when that opportunity is available, shall travel at their own expense.
11. Having regard to the fact that the Head of Council, when attending, ex-officio, meetings of any Committee, Board or Commission, established outside municipal boundaries, to which a person has already been appointed to represent Council, the Head of Council is then only functioning as an observer and therefore shall be bound by the guideline detailing carpooling.
12. When a situation arises where time is of the essence and there is no time to obtain authorization from Council, the member interested in compensation for travel may discuss the issue with the Clerk. The member and the Clerk will determine whether the meeting/function is compensable based on past practise and relevance of the meeting topic to the municipality.
13. Mileage and expense claims shall be submitted on approved forms to the Treasurer and paid monthly.