



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

### POLICY AND GUIDELINES FOR COMPENSATION for TRAVEL & MILEAGE - EMPLOYEES

#### 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. All employees are entitled to compensation for mileage under certain pre-authorized conditions at a rate to be determined from time to time by Council via By-law.

#### GUIDELINES

1. Employees 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. Employees are required to provide their own means of transportation to travel to the venue of the approved meeting/training/convention etc.
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, employees shall be compensated for meal allowance upon submission of dated receipts as per the Business Expense policy.
5. For travel within 100 km one way from Stonecliffe, the employee will be compensated for mileage. In this instance the individual is encouraged to bring their own lunch if it is not provided. Failing to do that, costs are the individual's responsibility.
6. Additionally, 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.
7. 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 pay sheets.

8. Employees will be required to present a brief summary to the Clerk on the content of the training received, focusing on issues that require attention in our municipality/workplace, especially those that are legal requirements that we might not have been previously aware of.
9. Mileage may be paid to an employee attending to municipal business within municipal boundaries when it is not the usual order of business.
  - a. Example: an employee is requested to travel at his/her own expense to Deux Rivieres to inspect some type of municipal infrastructure or attend a public meeting.
10. Whenever possible, staff shall car-pool. Those who do not choose to car-pool when that opportunity is available, shall travel at their own expense.
11. Mileage and expense claims shall be submitted on approved forms to the Treasurer and paid monthly.