EMPLOYEE TRAVEL AND EXPENSE REIMBURSEMENT

Department	Finance	Policy No.	0340-17
Section	General	Date Approved by Board	September 21, 2017
Repeals		Board Resolution #	RD/17/09/20 (21)

Amended	July 25, 2019	Board Resolution #	RD/19/07/17 (25)
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	

1. Purpose

1.1 The purpose of this Policy is to ensure that common standardized processes and practices are adhered to by all staff when traveling and/or sub-mitting expense claims for reimbursement.

2. Scope

2.1 This employee Travel and Expense Reimbursement Policy applies to all Regional District employees authorized to travel or purchase for Regional District purposes.

2.2 The Department Head and/or approving manager is responsible to ensure all travel is done in accordance with this policy.

3. Definitions

3.1 *Regional District Business:* means travel and expenses that have been included in the Financial Plan and that the Department Head is aware of prior to occurrence.

3.2 *Reimbursement:* means payment to the employee for legitimate costs incurred while undertaking approved Regional District business.

3.3 *In Region Travel:* means travel within the Peace River Regional District.

3.4 *Out of Region Travel:* means travel outside of the Peace River Regional District.

4. Policy

4.1 The mileage reimbursement rate shall be in accordance with the PRRD's Remuneration and Expense Bylaw, as may be amended from time to time.

4.2 The Board approves the meal rates of:

In Region Travel Per Diem:

Breakfast	$20
Lunch	$25
Dinner	$35

Out of Region Travel Per Diem:

$125 per day

4.3 The Board approves reimbursement of $30 per night for use of private accommodation plus reimbursement of any camping fee on production of receipt.

4.4 All travel must be within limits of the current Financial Plan.

4.5 Receipts and/or proof of purchase must accompany expense claims other than Travel Per Diem.

Affiliated Procedure	Employee Travel and Expense Reimbursement