



**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	April 20, 2023	Board Resolution #	RD/23/04/23
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**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
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