



# *Summer Village of Sandy Beach*

## SUMMER VILLAGE OF SANDY BEACH

PERSONNEL POLICY

II-001

### EXPENSE REIMBURSEMENT POLICY

Authorization: Council Resolution – August 18<sup>th</sup>, 2018

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1. Employees and elected officials who attend Council approved conventions, seminars, or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
  2. When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be \$0.55 per kilometer.
  3. The rate of reimbursement for food per day shall be breakfast \$10.30, lunch \$14.50 and supper \$22.50.
  4. Other incidentals, such as parking fees, etc. that are bona fide expenses, will be paid on receipt.
  5. Reasonable rates for lodging will be paid upon receipts being provided with the expense claim.
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#### Background:

Council does not wish any employee or elected official to be “out of pocket” for expenses incurred as a result of attending municipal business, but also wishes to ensure that expenses are within reason.

Date Effective: August 18<sup>th</sup>, 2018