

**Title: Human Resources Management  
Policy – Reimbursement of Expenses**

**Policy No: 1953**

**Approval: Town Council  
Effective Date: January 25, 2006**



Supersedes Policy No: none

**Policy Statement:** The Town of Hardisty believes that it is fair to reimburse its employees' subsistence and travel expenses incurred in the course of performing approved Town of Hardisty business.

**Purpose:** To establish how and when the Town of Hardisty will reimburse employees for subsistence and travel expenses.

**1) TRAVEL & SUBSISTENCE**

- a) When an employee travels outside of the Town on approved Town business, the Town of Hardisty shall reimburse the employee, upon submission of an expense claim form approved by the CAO.
  - i) Any costs of accommodation upon production of receipts if;
    - a) If the time of departure is earlier than 6:30 am, necessitating an overnight stay
    - b) One night's accommodation for each two days of business that the employee is required to be outside the Town on business.
  - ii) The cost of the following meals may be claimed:
    - a) Breakfast, if the time of departure is earlier than, or the time of return is later than 7:30 am.
    - b) Lunch, if the time of departure is earlier than, or the time of return is later than Noon.
    - c) Dinner, if the time of departure is earlier than, or the time of return is later than 6:30 pm.
- b) An employee may claim either the cost of the meal on production of receipts, or the meal allowance established by Council.
- c) The Town of Hardisty shall reimburse an employee for the use of his/her personal vehicle, when authorized by the CAO at rates established by Town Council.
- d) The employee may request an advance to cover the anticipated costs of accommodation, meals and travel.
- e) The Town of Hardisty shall pay the employee the advance requested upon the approval of the CAO.

