

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW no. 2009-43**

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**Being a By-Law to establish a Travel Policy**

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WHEREAS the Council of the Corporation of the Municipality of Powassan deems it desirable to set rates to be paid for travelling on civic business.

NOW THEREFORE the Council of the Corporation of the Municipality of Powassan enacts as follows:

1. That municipal officials be reimbursed for business related travel expenses as follows:
  - a) \$0.45 per kilometre vehicle allowance
  - b) Hotel and/or accommodations charges
  - c) Vehicle rental, taxi fares, bus, airfare and train charges
  - d) Registration fees
  - e) Incidentals
  - f) meals- \$50.00 per day in Northern Ontario  
\$75.00 per day in Southern Ontario
2. That all claims for reimbursement shall be supported by receipts except for meals.
3. That the Treasurer be authorized to advance payment for travel purposes upon request.
4. That transportation costs be shared on a 50/50 basis when travelling on civic business with another municipality.
5. That where two or more municipal officials are travelling to the same event, carpooling is required except for extenuating circumstances approved by Council. The Municipality of Powassan will only fund the necessary number of vehicles to transport municipal officials to the event.
6. That municipal officials attending an event provide a written report to Council within two weeks of attendance.
7. That By-Law no. 2007-33 be repealed.
8. That this by-law take effect upon adoption.

Adopted August 18, 2009.

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Mayor

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Clerk