

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2011-03

Being a By-Law to establish a Travel Policy

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) **\$0.48 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
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 encouraged. 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 a per diem rate of \$150.00 a day be paid to Members of Council attending events approved by Council.
8. That the cost of the "Companions Program" for municipal officials attending approved events be paid by the Municipality.
9. That the attendance to any event be approved by Council resolution.
10. That events be defined as: conferences, seminars, workshops, courses, forum, and meetings.
11. That less than the majority of Council be authorized to travel in one (1) vehicle.
12. That By-Law no. 2009-43 be repealed.
13. That this by-law take effect upon adoption.

Adopted February 1, 2011.

Mayor

CAO-Clerk