



TOWN POLICY

ADMINISTRATION POLICY: **Travel Expense Policy**

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-073

APPROVAL: 
Jeff Shaw

EFFECTIVE DATE: June 10, 2014

SUPERSEDES: Policy #T-15-2

UP FOR REVIEW: December 20, 2021

The purpose of this policy is to:

Establish the guidelines and procedures to be followed to reimburse the cost of travel expenses incurred by Town of Cardston employees, or individuals authorized to travel on Town of Cardston business.

Transportation

The Town of Cardston strives to be a good steward of public funds, therefore, travel should normally be done in the most economical way in consideration of all direct transportation costs, accommodation, and the time involved.

Whenever reasonable, a vehicle supplied by the Town of Cardston should be used for business travel. Travel by private vehicle will be reimbursed at standard rates from the person's normal place of work to the destination(s) by the most direct route. The Mileage Rates are set in accordance to the Canada Revenue Agency Rates.

Charges for tolls, parking and similar travel expenses will be reimbursed with receipts at reasonable cost.

Accommodation

Expenses for accommodation will be reimbursed with receipts at reasonable cost.

If the Town of Cardston has arranged for group accommodation for a particular event or meeting, individuals choosing to stay elsewhere will only be reimbursed up to the cost of the group accommodations.

Meals and Incidental Expenses

Expenses for meals and incidental expenses will be reimbursed with receipts at a reasonable cost.





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Fines

Fines for traffic or parking violations shall not be reimbursed and will be the responsibility of the driver.

