



TOWN POLICY

ADMINISTRATION POLICY: Travel Expense Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-073

EFFECTIVE DATE: June 10, 2014

SUPERSEDES: Policy #T-15-2

UPDATED: April 23, 2024

UP FOR REVIEW: April 23, 2029

Policy Statement:

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

1. Definitions

- (1) "Business travel" means travel to:
 - (a) Conduct Town business; including training, conferences, and meetings
 - (b) Support the employee while conducting Town business; including acquiring food, accommodations, and fuel

2. Transportation

- (1) A vehicle supplied by the Town of Cardston should be used for business travel.
- (2) If a Town vehicle is available, but the employee elects to travel by private vehicle, they will be reimbursed for business travel at ½ the mileage rate set by the Canada Revenue Agency.
- (3) If a Town vehicle is not available, the employee will be reimbursed for business travel by private vehicle at the mileage rate set by the Canada Revenue Agency.
- (4) Charges for fuel, tolls, parking, and similar travel expenses will be reimbursed with receipts at reasonable cost.
- (5) Fines for traffic or parking violations shall not be reimbursed.

3. Accommodation

- (1) Expenses for accommodation will be reimbursed with receipts at reasonable cost.





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(2) If the Town of Cardston has arranged for group accommodation, employees choosing to stay elsewhere will be reimbursed up to the cost of the group accommodations.

4. Meals and Incidental Expenses

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

REVISION HISTORY

| Date | Description |
|----------------|--|
| April 23, 2024 | Personal vehicles reimbursed at half rate. |

APPROVAL: *Jeff Shaw* **DATE:** *May 22, 2024*

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*

