

<b>Town of Stratford - Council Policy</b>			<b>(Tab 6)</b>
<b>Name:</b>	<b>Travel and Meal Allowance Policy</b>	<b>Policy Number: 2010-FA-01</b>	
<b>Committee:</b>	<b>Finance and Administration</b>	<b>Approval Date: March 10, 2010</b>	

**1. Purpose**

The purpose of this policy is to establish acceptable measures to reimburse Town officials and employees for travel and meal expenses.

**2. Applicability**

This policy applies to all employees and Council Members of the Town of Stratford.

**3. Local Travel**

A Hybrid vehicle has been purchased by the Town of Stratford for the use of staff and Council for work related local travel. The Hybrid is the first option of consideration for employees to use for local travel. The Hybrid is to be signed out using the sign in/out book located at reception. Drivers must provide a valid drivers license to the Town's insurance provider to be able to drive the vehicle.

If the Hybrid is unavailable or already signed out, the employee may use their own vehicle and the employee has two choices for the claiming of mileage while driving their own vehicle.

- a) A \$6.00/day flat fee. This fee is a taxable benefit and will show on the employees T4 at the end of the year.
- b) A per km rate based on the provincial government monthly per km rate.

**4. Council Monthly Travel**

Council will receive \$50.00 per month for travel within the Greater Charlottetown Area. This is a taxable benefit.

**5. Out of Province Travel**

Employees are encouraged to rent a vehicle for out of province travel where cost effective within the Maritimes. For a list of current rates and suppliers, please contact the Manager of Finance.

If an employee takes their own vehicle for out of province travel they will be reimbursed at the per km monthly rate used by the provincial government.

**6. Meal Allowance**

Employees will be reimbursed for meals while traveling as follows:

- \$10.00 per day for breakfast
- \$15.00 per day for lunch
- \$25.00 per day for supper