



PROCEDURE

PROCEDURE NO: 308•2

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TITLE: Employee Reimbursement

APPROVAL DATE: May 28, 2012

POLICY: 308, Council and Employee Reimbursement

REVISION DATE:

SECTION: Finance

RESPONSIBLE

DEPARTMENT: Finance

REIMBURSEMENT RATES AND ALLOWANCES

This schedule contains all reimbursement rates and allowances in Canadian dollars and specifies when receipts are required.

1. Transportation Rates:

Within the City of Grande Prairie

Reimbursement for travel will be the current rate established by the Provincial Government of Alberta plus 15%.

- * This can be found at <https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy>
Business Use of Private Vehicles

Out of the City of Grande Prairie

Employees are encouraged to use the most economical method of travel available. In order to promote this value, reimbursement for travel will be the lesser of:

1. **Air Travel and Ground Transportation Costs:**

Air Travel will be at economy rates by the most direct route. Submission of receipts required.

Ground Transportation including limousine, taxi and/or buses will be reimbursed at cost. Receipts required if over \$11.00 per airport taxi/bus trip, or

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- 2. Automobile Travel** actual kilometres travelled outside of the City may be claimed at the current rate established by the Government of Alberta plus 5%.

When deemed necessary that an employee travels by automobile in lieu of public transportation, the employee can claim the entire automobile travel expense as calculated in #2 above, regardless of which method results in the smaller amount.

Note: The established rates are intended to cover all costs incurred by the employee for use of their vehicle for City business and includes but is not limited to, fuel, business insurance, repairs and maintenance.

2. Lodging and Subsistence Rates:

Meals receipts will be reimbursed for actual costs or for a set amount per meal at the current rate established by the Government of Alberta.

- * This can be found at <https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy>

Accommodation will be reimbursed for actual hotel costs based on single room occupancy upon presentation of hotel receipts. If arrangements for private accommodation are made, and commercial facilities are not used, an allowance of \$50.00 per day will be reimbursed without receipts.

* This is an explanatory note only and is not part of the original policy document.