



TOWN OF MANNING
Reimbursement
POLICY #2014-02

Purpose:

Members of Council, Town employees and members at large of Council approved committees incur expenses and rates for reimbursement need to be established.

Policy Statement:

This policy will establish a method of determining fair and equitable rates for reimbursement.

Guidelines:

- 1. Council:
 - a. Monthly Honorarium
 - i. Mayor \$300.00 per month
 - ii. Deputy Mayor \$150.00 per month
 - iii. Councillors \$100.00 per month
 - b. Per Diem Honorarium:
 - i. Meeting < 3 hrs. \$120.00
 - ii. Meeting > 3 hrs. \$200.00
- 2. Subsistence: Reimbursement for incidental expenses while away from Town
 - a. \$ 14.00 per night spent away
- 3. Mileage:
 - a. Per Canada Revenue Agency \$0.530 per Km
- 4. Meals:
 - a. Per Canada Revenue Agency \$17.00/meal (max \$51.00/day)
- 5. Expenses: As per actual receipts submitted.
- 6. Reimbursement Review: Reimbursement rates will be reviewed and updated every three years.

Policy Amended Motion #: 14-11963

Date: November 20, 2014

Chief Administrative Officer:


Dennis Egyedy