

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

1.0 POLICY

The Alberta Municipal Clerks Association (the “Association”) is dependent upon the contribution of time and energy by its Executive Members.

All reasonable and necessary expenses incurred by an Executive Member, or their municipality, in conducting authorized proper work of the Association may be reimbursed in accordance with this policy.

It is the intention of the Association to pay reasonable travel expenses incurred by Executive Members while attending scheduled Executive Meetings and other approved business meetings where not reimbursed by the municipality.

The Board recognizes the value of in-person meetings. The Executive will schedule regular meetings in conjunction with annual conference and any scheduled workshop. Up to two other Executive meetings may be scheduled through the year when required to complete Association business.

2.0 TRAVEL EXPENSE STANDARDS

- 2.1 Travel may be authorized where the purpose for travel cannot be adequately met through correspondence, telephone, or other means of communication.
- 2.2 It is expected that Executive Members determine the most economical and practical method of transportation available.
- 2.3 Executive Members may claim the cost of all reasonable transportation to and from meetings.
- 2.4 Parking fees will be reimbursed at actual cost when supported by receipts. Normal parking meter parking fees may be claimed without a receipts.
- 2.5 Executive Members are expected, whenever possible, to use reasonably priced accommodations, and shall be reimbursed for the full cost of accommodation.
- 2.6 The cost of meals while travelling should be reasonable and documented by receipts. Association expects that sound judgement will be exercised.
- 2.7 Executive Members may claim mileage for the use of their personal vehicle to attend approved meetings at the rate prescribed by the Province of Alberta. Alternately, in the event a company vehicle is used, the cost of fuel shall be reimbursed with supporting receipts.

3.0 EXPENSE REBURSEMENT STANDARDS

- 3.1 If expenses are incurred by an Executive Member or their municipality while conducting Association business, the members are entitled to reimbursement at cost on the production of receipts and upon approval of the President.
- 3.2 Executive Members should avoid charging business expenditures to a personal credit card that should more properly be charged to the corporate credit card or invoiced to the Association.
- 3.3 When necessary, and in exceptional circumstances, a business expenditure over \$1,000 on a personal credit card, may be approved by the Board. The approval may be by electronic means by a majority vote of the Board.

4.0 EXPENSE CLAIM PROCEDURES

- 4.1 All expense claims for approved travel or purchases should be submitted to the Treasurer, who is responsible for approving such claims, as soon as is possible or practicable. In the case of an expense claim made by the Treasurer, the President or their designate shall be responsible for approving the claim.
- 4.2 If unusual expenses are incurred, the President or their designate shall be responsible for approving the claim once completed.