

SECTION: ADMINISTRATION	SUBJECT: STAFF EXPENSE ALLOWANCES
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Original Resolution No.: 90-11-07	Revision Resolution No.: 03-10-21	Revision Resolution No.: 08-01-16
Revision Resolution No.: 96-07-27	Revision Resolution No.: 04-10-71	Revision Resolution No.: 08-10-58
Revision Resolution No.: 98-10-66	Revision Resolution No.: 05-10-05	Revision Resolution No.: 11-04-47
Revision Resolution No.: 98-10-66	Revision Resolution No.: 06-10-08	Revision Resolution No.: 11-10-64
Revision Resolution No.: 03-10-41	Revision Resolution No.: 07-10-68	

**County Management and Staff Subsistence**

Overnight Subsistence (Hotel Only)	\$135.00
(If amount exceeds \$135, reimbursement of actual expenses will be made as approved by Council)	
Day Subsistence (Full Day Meals)	\$60.00
Meal Subsistence	
Breakfast	\$15.00
Lunch	\$15.00
Supper	\$30.00
Administrator/CAO (Home Office per Month)	\$500.00

Travel Allowance will be paid at \$0.84 per mile or \$0.52 per kilometer to a maximum of airfare plus an allowance for taxi as receipted. This calculation to be from Lethbridge to destination and return. From home base to Lethbridge and return will be paid at the rates shown above. If there is no airport at the destination, mileage will be paid at the above rates to and from this destination. Staff members are encouraged to travel together in one vehicle, when possible, to reduce expenses.

**Miscellaneous Expenses**

Staff who incur expenses in the conduct of their duties shall, with the approval of Senior Management be reimbursed for the actual cost of such expenses, including, but not limited to:

1. Purchase of materials for the explicit use of the County.
2. Payment of meals for themselves and members of government or business representatives while on County business.
3. Telephone toll charges incurred on personal billings while conducting County business.