

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Employee Expense Reimbursement</b>	<b>Policy No:</b>	<b>ADM032</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5</b>
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### **Purpose**

To provide for remuneration of employee expense claims.

### **Policy Statement and Guidelines**

1. The MD of Mackenzie provides equal remuneration for Councillor and employee expense claims.
2. Employees shall receive expense remunerations in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members.
3. Employees may be requested to drive an M.D. vehicle on M.D. Of Mackenzie business trips or job related training, outside the M.D. Of Mackenzie. Where the employee drives an M.D. vehicle, the employee shall be provided with an M.D. gas card.
4. With prior notification and supervisor approval, employees' family members are permitted to be passengers in an M.D. vehicle, but are not allowed to drive the vehicle.
5. When an M.D. vehicle is not available for business trips or job related training, or when it is otherwise not convenient to take an M.D. vehicle, the employee shall be reimbursed for mileage in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members. If an employee chooses to use their own personal vehicle when an M.D. vehicle is available, they shall be reimbursed for actual fuel usage based on receipts.
6. Employees required to work three or more hours beyond their full time regular hours of work or on unscheduled weekends shall be compensated for a meal expenses in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members based on actual meal costs up to the amounts in the bylaw.
7. At the discretion of the supervisor, employees required to work away from their regular place of work shall be compensated for meal allowances in accordance

with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members. (For example, an employee whose regular place of work is Fort Vermilion would be compensated for meals when required to work in Zama).

8. Employees approved under the Vehicle Allowance Policy shall use their own vehicles whenever possible.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>June 6, 2001</b>	<b>01-319</b>
<b>Amended</b>		
<b>Amended</b>		