1. Purpose

This policy provides for an easy and accountable method by which Council members may claim expenses incurred when attending a meeting, conference, business or educational event. In addition, it provides rules by which Council may govern activities involving travel, accommodation and hospitality.

2. Scope

The Municipality of Trent Lakes will reimburse Council members for any reasonable expenditures incurred in connection with the performance of their duties as a Municipality of Trent Lakes Councillor.

3. Definitions

Councillor – means all members of Council including the Mayor and Deputy Mayor.

4. General Requirements

4.1 Complete explanations are required to cover all unusual situations. These explanations will facilitate processing of claims and will provide necessary data for audit purposes. Council will be held responsible for ensuring that any expenditure of public funds for the purpose of travel, accommodation and hospitality expenses are necessary and reasonable.

4.2 Expense claims submitted by Council members will be processed in accordance with this policy, provided the expenses are within the approved budget. Any expense claims that are not within the approved budget must be approved by Council as a whole at a Regular Council meeting.

4.3 The number of conferences that are being held within Ontario that a member of Council shall normally be permitted to attend in one year shall be one (1). Further conferences in addition to the normal allowance and conferences being held out of Province will be considered and approved by Council if in their opinion attendance at the conference would be of benefit to the Municipality and the individual attending.

4.4 Attendance at one day training or education sessions hosted by any organization shall not be considered as a conference.

4.5 Registration fees, companion programs and meals will not be paid for the attendance of spouses/partners/guests of Council members at functions in which a Council member participates.

4.6 Charges for bridge, ferry and highway tolls are allowable as an expense. Receipts are required.

4.7 Parking fees incurred will be reimbursed. Receipts are to be produced when parking lots are used. Parking tickets or fines shall not be paid or reimbursed.

4.8 The type, standard and cost of accommodation and the period for which such costs may be allowed shall be reasonable considering all relevant circumstances.

4.9 Accommodation bookings must be made in advance. For some conferences municipal staff may book a Councillor's room, but the Council member will be responsible for the cost and will be required to present the original receipt for reimbursement. The motel or hotel selected should be in close proximity to the institution, office or other point to be visited in order to reduce local transportation costs.

4.10 The Cost of meals for the Council member shall be reimbursed with presentation of the full original receipts (showing itemized receipt as well as taxes and gratuities receipt).

4.11 The cost of meals/food, not otherwise provided or included in the price of hotel accommodations or the registration fee for an event, shall be reimbursed up to a daily maximum of $100.00, including related gratuities and taxes. Council members are expected to exercise reason when making meal purchases.

4.12 The cost of individual meals must not exceed the level which would normally be paid by the claimant where said is traveling on his/her own behalf. The cost of the meal must not include alcoholic beverages for personal consumption.

4.13 Council members may submit reasonable claims related to hospitality which includes the purchase of food and drink for guests when it is considered necessary or desirable as a matter of courtesy and/or to facilitate business. This also applies to business lunches.

4.14 Claims for faxes, telephone calls and courier services may be allowed only when such communications are made for Municipal business. This fact must be certified on the claim.

4.15 Receipts are required for all: parking fees, meals, hotel, motel or any room accommodation, transportation for which receipts are normally available, and other payments, especially unusual items, where it is reasonable to expect a receipt to be produced.

4.16 The absence of a receipt will result in expenses not being reimbursed. There are no exceptions.

4.17 All expenses must be accounted for on a claim form.

5. Claim Forms

5.1 All claims shall be submitted using the Council Expense Claim Form.

5.2 Claims must be submitted within the first week of the following month and must be properly filled out.

5.3 Claim forms not submitted in a timely manner (within 60 days) will not be paid.

5.4 The claim form must be completed to chronological sequence, and entries must be in ink or in electronic format.

5.5 The names of all persons for whom transportation or meals were paid by the claimant must be shown and the name of the company, government or other business affiliation of guest must also be shown. The back of the claim form may be used when providing this type of information.

5.6 Particulars must be provided for all entries. Specific descriptions such as “miscellaneous expenses”, “sundries” or “other charges” will not be approved. The back of the claim form may be used when providing this type of information.

6. Review Cycle

This policy will be reviewed on an as needed basis.

7. Repeals

This Policy repeals a previous version, and all revisions.

This Policy was previously referred to as AD-18.

8. Related Information

Revisions to this document may impact the following policies, procedures, documents, and/or by-laws.

#	Document Title
Documents	Council Expense Claim Form

9. Policy Revisions

Version	Date Approved	Council Resolution
1	February 3, 2015	R2015-87

Version	Date Approved	Council Resolution
2	August 9, 2022 Effective Date: November 15, 2022	R2022-448
3	August 11, 2026 Effective Date: November 15, 2026	R2026-294