



MUNICIPALITY OF THE DISTRICT OF SHELburne
Policy Statement

VOLUNTEER EXPENSE POLICY

1. PURPOSE

1.1 The purpose of this policy is to outline the reimbursement of all reasonable and appropriate expenses to volunteers for travel, meals and accommodations when required to travel on Municipal business.

2. APPROVAL BY ADVISORY BOARD/COMMITTEE OF COUNCIL

2.1 All expenses necessarily incurred by a volunteer member of the Municipality's Advisory Board/Committee of Council in the discharge of his/her duties shall receive the approval of the respective Board/Committee.

2.2 A travel expense report shall be completed and signed by the volunteer and submitted for approval to the Chair of the Advisory Board/Committee of Council.

3. TRAVEL

3.1 Volunteers will be reimbursed for travel claims at the same rate provided to Councillors and staff.

3.2 Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for incidentals, including but not limited to, taxis, parking and bridge tolls.

4. MEALS

4.1 Volunteers will be reimbursed for meal claims at the same rate provided to Councillors and staff. Meal claims shall be supported by receipts showing meals, taxes and gratuities. When attending a conference or seminar where the registration fee includes a meal, that meal or any optional meal taken cannot be claimed on any expense report.

5. ACCOMMODATIONS

5.1 All necessary accommodations for volunteers shall be reserved by the Municipality of the District of Shelburne.

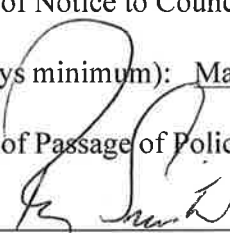
6. OTHER

6.1 The Municipality of the District of Shelburne will not be responsible for the costs of a spouse accompanying a volunteer on Municipal business.

6.2 Volunteers are encouraged to reduce travel costs by carpooling and sharing accommodations with others.

7. EXCEPTIONS TO POLICY

7.1 All exceptions to this policy shall be approved by the Chief Administrative Officer (CAO).

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider	
(7 days minimum): <u>May 12, 2014</u>	
Date of Passage of Policy: <u>May 26, 2014</u>	
 _____ Clerk	<u>June 2, 2014</u> Date