



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration	Section	Payments and Approvals		
Title	Travel Claim - Miscellaneous	Policy Number	11-05-13	Authority	Council
Approval Date	06 Nov 06	Effective Date	06 Nov 06	Revision Date	

Purpose:

Councillors/Employees traveling on City business may claim miscellaneous expenses as per this policy.

Reference:

Approved: 06-229 (6 November 2006)
CPS06-68 (24 October 2006)

Detailed Action Required:

Responsibility

Councillors/Employees are responsible to ensure that receipts are included, where required, when claiming miscellaneous expenses.

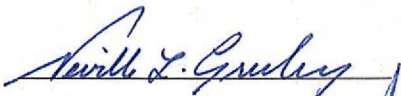
Incidental Expenses

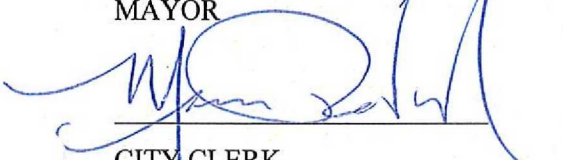
Employees may claim \$5.00 per night for incidental expense for every night when staying over night on City business.

Telephone Calls

Councillors/Employees may claim (with receipt) the cost of one 5 minute long distance phone call for each night when staying over night on City business. The cost of this phone call may be submitted for payment either as part of a hotel bill or as part of the employee's personal phone bill.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.


MAYOR


CITY CLERK