



# CITY OF CORNER BROOK

## Policy Statement

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<b>Title</b>	Travel Claim - Council	<b>Policy Number</b>	11-05-10	<b>Authority</b>	Council
<b>Approval Date</b>	06 Nov 06	<b>Effective Date</b>	06 Nov 06	<b>Revision Date</b>	

### ***Policy Statement:***

Councillors traveling on City Business will be provided a per diem of \$75 per day or part thereof.

### ***Definitions:***

Entertainment - the provision of food, drink and/or other forms of hospitality (i.e., musical entertainment, tours, etc.) to persons with whom City business is being conducted

### ***Reference:***

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

### ***Detailed Action Required:***

#### Responsibilities

It is the responsibility of councillors to submit claims for per diems in a timely manner.

#### General Information

Councillors may claim the per diem rate when they are traveling on City business and traveling at least 20 minutes outside the City of Corner Brook.

Where councillors are obliged to incur meal and entertainment costs that are higher than the established per diem rate, they may be reimbursed the actual and reasonable expenses of the meal(s), based on receipts and the prior approval of the Council.

#### Entertainment Expense

Reasonable expenses for reciprocal entertainment, at the discretion of the Mayor or Councillor, and in the conduct of City business, will be reimbursed only with the submission of receipts. All claims for entertainment must be detailed on the Travel Expense Report with receipts attached.

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

  
MAYOR

  
CITY CLERK