



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration		Section	Payments and Approvals		
Title	Travel Claim - Meal Rates		Policy Number	11-05-12	Authority	Council
Approval Date	06 Nov 06	Effective Date	06 Nov 06	Revision Date		

Policy Statement:

Employees traveling on City Business will be reimbursed for meals purchased as per this policy.

Reference:

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

Detailed Action Required:

Responsibilities

It is the responsibility of employees to:

- submit claims for meals in a timely manner;
- ensure the cost of meals covered by conference or other fees are not submitted for payment; and
- notify the Employer where there is a possibility that meal claims may be higher than allowed under these provisions.

General Information

Employees may claim for meals when they are traveling on City business and traveling at least 20 minutes outside the City of Corner Brook.

Employees may claim for breakfast when they are required to be on travel status 2 hours or more prior to the beginning of their regularly scheduled work day.

Employees may not claim for meals, while traveling on City business, where the cost of meals is included as part of another reimbursable item unless authorized by his/her Director (i.e., conference fee, transportation cost).

In exceptional situations where an employee has incurred out of pocket expenses to supplement meals provided, the actual incurred costs may be reimbursed, based on receipts, up to the applicable meal allowance.

Meal Rates

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00
Total	\$60.00

Special rates for meals for foreign travel may be approved by the Chief Administrative Officer.

Where employees are obliged to incur meal and entertainment costs that are higher than the established meal rates, they may be reimbursed the actual and reasonable expenses of the meal(s), based on receipts and the prior approval of the Chief Administrative Officer.

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


MAYOR
CITY CLERK