



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.

[Redacted Signature]
MAYOR

[Redacted Signature]
CITY CLERK