

RESORT VILLAGE OF LUMSDEN BEACH (RVLB)

POLICY NO. 4 - 2022

TO ESTABLISH EXPENSE REIMBURSEMENT

Preamble:

There may be occasions where individuals represent RVLB in an official capacity and in so doing incur expenses. As well, staff in carrying out their official functions with RVLB may also incur expenses. Expenses that would be deemed appropriate would include travel, accommodation, per diems, registration or participation fees and any other expense pre-approved by RVLB Council. No one individual may make claims totaling more than \$7,000 during any one RVLB fiscal year (January 1 – December 31).

Policy:

RVLB Council members, employees or other individuals directed to represent RVLB by Council shall submit appropriate receipts or invoices to RVLB Clerk using the following guidelines:

Travel:

- Rate of \$0.50/km
- Public transportation (air/ground) with actual receipt

Accommodation:

- Actual receipts

Per Diem:

- Rate of \$40/day based on Breakfast - \$8 / Lunch - \$12 / Supper - \$20

Fees:

- Actual receipts

Other:

- Actual receipt for pre-approved expense