

<b>Policy Name</b>	<b>Allowable Expenses and Per Diems Policy</b>	<b>Number</b>	<b>P2</b>
<b>Date Approved by Council</b>	<b>2012 12 07</b>	<b>Date Due for Review</b>	

<b>Per Diems:</b>	
<b>Attendance for General Members of Council or Committee</b>	<b>\$25 / hour paid to the half hour</b>

**Summary of Allowable Expenses:**

<b>Item</b>	<b>Allowable Expenses</b>	<b>Excluded Expenses</b>
<b>Travel (see chart below)</b>	Necessary travel to and from meeting (most economical stated but not defined)	Traffic violations/fines; vehicle repairs and personal travel insurance
<b>Travel outside Alberta</b>	Must be approved by the College	Same as above
<b>Accommodation</b>	Hotels * and private homes. Distance conditions apply**	Entertainment and personal services (e.g. movie rentals and dry cleaning)
<b>Food</b>	Meals * not to exceed rates noted in the chart below	Alcoholic beverages
<b>Conferences &amp; Educational Services</b>	Registration fees; necessary travel to/from event. College approval required.	Banquets, entertainment events, special tours etc. not included in full registration costs.
<b>Breakfast = \$10.00</b>	<b>Lunch = \$15.00</b>	<b>Dinner = \$25.00</b>
		<b>Daily Maximum = \$50.00</b>

\* Actual expense with receipt    \*\* Residence exceeds a radius of 50 km (one-way) of the meeting site

**Personal Vehicle Expenses:**

<b>Distance Driven</b>	<b>***Travel in excess of 50K (one way) from residence to meeting place</b>	
<b>Rate 30c/km</b>	<b>Distance conditions apply***</b>	