

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW no. 2004-05

Being a By-Law to establish a Travel Policy

WHEREAS the Council of the Municipality of Powassan deems it desirable to set rates to be paid for travelling on civic business.

NOW THEREFORE the Council of the Municipality of Powassan enacts as follows:

1. That Members of Council, municipal employees, committee and board members of Council be reimbursed for business related travel expenses:
 - a) \$0.35 per kilometre vehicle allowance
 - b) Hotel and/or accommodations charges
 - c) Vehicle rental, taxi fares, bus, airfare and train charges
 - d) Registration fees
 - e) Incidentals
 - f) meals- \$50.00 per day in Northern Ontario
\$75.00 per day in Southern Ontario
2. That all claims for reimbursement shall be supported by receipts except for meals.
3. That the Treasurer be authorized to advance payment for travel purposes upon request.
4. That By-Law no. 2001-18 and 2004-18 be repealed.
5. That this By-Law shall take effect upon its adoption.

Read a FIRST time and considered read a SECOND and THIRD time and passed as such in open Council this 3rd day of February 2004.

Mayor

Clerk