

Mackenzie Regional Waste Management Commission

TITLE: Travel, Subsistence & Training Expenses
POLICY NO: 37-05
RESCINDS: N/A

Policy Objective: To ensure that members of the Board, the Commission Manager and its employees have access to training and attendance at conferences that will assist them in the discharging of their duties, and are reimbursed for reasonable travel and subsistence expenses incurred on Commission business.

Background:

Professional development, travel and training have previously been governed by the policies of the Managing municipality, and paid for by each board member's municipality.

Policy Statement:

1. The Commission shall be responsible for all professional development, training, travel and subsistence for any of its board members, management staff, and employees while on Commission business.
2. The reimbursement rates will be in accordance with the *Alberta Public Service Subsistence, Travel and Moving Expenses Regulation* as amended from time to time.
3. This policy will apply to travel, meals, accommodation, personal expenses, and business use of private vehicles.

Responsibilities and Authorities:

4. The Commission Board may determine those sections of the *Regulation* that will apply in whole or part to board members and employees.
5. The Commission Board shall approve all out of town attendance at conferences and training.
6. The Commission Manager will include these travel and subsistence costs, and attendance at conferences and training in the Commission's annual budget.
7. The Commission manager shall approve all expense claims allowed under this policy, including travel and subsistence for board and committee meetings, within the approved budget.
8. Schedule "A" is the *Alberta Public Service Subsistence, Travel and Moving Expenses Regulation* as amended from time to time by the Province of Alberta.

Effective Date:

9. This Policy shall be in force as of January 1, 2006

	DATE:	RES. NO.
Approved	October 22, 2005	67-05
Amended		
Amended		