



# POLICY

Section <b>COUNCIL POLICIES</b>	Policy No. <b>3-19-2</b>	Page <b>1 of 1</b>
Policy Title <b>REIMBURSEMENT - MEALS</b>	Date: <b>October 8, 2013</b>	Resolution No. <b>471/13</b>

**Purpose:**

To provide direction regarding reimbursement for meals while on Kneehill County business.

**Policy Guidelines/Procedures:**

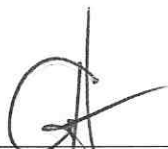
The actual cost of meals (including gratuity and GST) will be paid upon submission of receipts to the Executive Assistant, to any Councillor claiming a per diem allowance (half day, full day) with the exceptions noted below.

This policy is also to apply to employees and members at large – noting meal reimbursement is applicable to members at large and employees only when on Kneehill County business. It is recognized that business meetings may be conducted over meal periods. The CAO, Reeve, or Deputy reeve may authorize business meals and beverage expenses that occur for clients, business associates and spouses. Alcoholic beverages shall not be charged nor will they be reimbursed.

For Councillors, members at large, and employees who do not have, or choose not to have, an actual meal receipt, meal reimbursement will be at the rate of \$15.00 for breakfast, \$15.00 for lunch, and \$25.00 for supper. The meal for a spouse or significant other shall only be paid for by Kneehill County as part of a larger business group.

Exception: Reimbursement for meals is not provided to Councillors, employees, or members at large, participating in meetings by use of a communications facility.

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Al Hoggan,  
CAO

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Bob Long  
Reeve

Original: February 20, 2002  
Amended: August 4, 2009  
Amended: January 15, 2009  
Amended: November 29, 2011  
Amended: November 6, 2012  
Amended: October 8, 2013  
**Review Date: October 2016**