

# TOWNSHIP OF SOUTHGATE



## Policy #37

### Council, Committee Member & Staff Expense Claims Guidance Policy

Approved by Council on: June 19, 2019

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## Council, Committee Member & Staff Expense Claims Guidance Policy

### Purpose:

To outline a policy and the procedures for all Fulltime, Part time, Seasonal, Casual, Contract Employees/Staff, Volunteer Firefighters, Council members and Public Committee members on the submission of the appropriate expense claims for reimbursement.

### Authority:

Council members will submit their monthly meeting per diem claims and expenses to the Clerk's department on the current "Council Member Expense Statement" claim form. Employees will submit to their supervisor on the appropriate form, (Form 23) in the Forms binder, all expenses including mileage, if applicable, for conference or training the employee has attended.

### Policy:

- 1) Upon return from a conference or training the employee will submit to their supervisor on the required form (23) and Council members on a Council Member Expense Statement form for all expenses (ie: room; meals; parking; etc.), including mileage.
- 2) Receipts will be required for all incidental expenses.
- 3) Mileage claims should explain the destination and reason for travel.
- 4) Employees will be responsible to submit these expenses within the next two week pay period of the attended event. Council members must submit expense claims on a monthly basis.
- 5) Claims more than 3 months old will not be processed.
- 6) All outstanding claims for October, November & December must be submitted prior to December 31 of each year for processing in that business year.
- 7) Public members of Council standing committees will be allowed to submit expense sheets yearly, due to low volume of meetings. The secretary of the Council standing committees will document public member attendance as part on the Clerk's department duties for each meeting. On a quarterly basis the Township will process and pay Public member meeting compensation.