



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 2011

CATEGORY: Financial Operations

MEAL COSTS FOR COUNCILLORS AND ADMINISTRATION

A. SIGNING AUTHORITY

The Reeve, Deputy Reeve, Chairman of a Committee of Council, or in some cases an Administrator within the system may sign for meals.

B. ELIGIBLE MEALS

Costs for meals will only be paid if a Councillor is attending meetings for a duration of one-half day or more.

Costs for meals for persons other than Councillors will only be paid when those persons are participating in a meal at the invitation of Council.

All meal tickets should be signed by proper authority and the names of any people participating in the meal should be written on the back of the meal ticket. In addition, a notation regarding which committee is incurring the expense.

C. SPECIAL CIRCUMSTANCES

In certain circumstances any of the above mentioned signing authorities may incur meal expenses related to business meetings with various government officials, dignitaries, or other persons when it is expected that such a gesture will have a potential beneficial effect for the County of Athabasca.

It should be noted that this policy related only to meal expenses incurred related to normal day-to-day operation of the County. Attendance at conventions and seminars by Council and Administrative Staff shall be governed by current policies.

Effective

Policy Date: 92/10/13

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