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Policy Title <b>COUNTY COUNCIL GUIDELINES FOR CLAIMS</b>		

Council Resolution No. <b>C/220 /07</b>	Date: <b>April 12, 2007</b>	Cross Reference <b>C/125/96</b>	Effective <b>April 12, 2007</b>
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Recommended Guidelines For:

**CLAIMS FOR EXPENSES, CONVENTION ALLOWANCES AND PER DIEMS**

The County Council will pay reasonable expenses, convention allowances and per diems for Council members to attend meetings and conventions in accordance with the following regulations. Consideration of the overall benefit to the County Council will be the criteria for approving requests to attend meetings, conventions and workshops.

**REGULATIONS:**

1. Claim round trip mileage from the residence to the County office.
2. Travelling time is to be included in the per diem charge for the meetings.
3. All meetings are to be claimed to the nearest half day (up to 4 hours). Over 4 hours and up to 8 hours to be claimed as a full day.
4. Evening meetings are to be claimed as half day meetings.
5. Councillors may attend and claim mileage and per diem for the following meetings:
  - regular and special County Council meetings
  - meetings of committees established by the County Council
  - annual public information meeting and hearings by the County Council
  - Central Alberta Association of Municipal Districts and Counties
  - Alberta Association of Municipal Districts and Counties
  - commissions
6. Representatives appointed by the County Council to act on behalf of the County Council as directors or members of associations and organizations may claim mileage and per diem for meetings if they are not paid by that association.
7. Councillors may attend and claim mileage, per diem and expenses for the A.A.M.D.&C. conventions.

P O L I C Y

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- 8. Council members may claim per diem for ~~seven~~(7) days per month to be called Preparation Time for other duties as a County Councillor.
- 9. The Reeve may claim per diem for two days per month for other duties as Reeve.
- 10. Claims for meetings, workshops and conventions other than those noted require authorization by the County Council.
- 11. Convention allowances will be paid for the actual number of days a Councillor or member is required to be away from home to attend authorized conventions, seminars or conferences.