

## Policy 7 – Appendix A

### TRUSTEE EXPENSE SCHEDULE 2019 - 2020

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\*To be reviewed annually

#### **Mileage Reimbursement**

\$0.58 per kilometer for first 5000 km. and \$0.48 per kilometer over 5000 km.  
The rate is set by the Canada Revenue Agency (CRA) and is reviewed on January 1 of each year.

Trustees from the wards Vegreville, Camrose and Fort Saskatchewan travelling over 80 kilometers will receive a distance allowance of \$500 per year.

#### **Subsistence (Meal Allowance)**

Breakfast -	\$15.00
Lunch -	\$20.00
Dinner -	\$35.00

Expenses for meals shall exclude alcoholic beverages and shall be reimbursed either by receipt or the meal allowance rate for the meal type being reimbursed. Meals or allowances shall not be reimbursed if that meal type was provided for the conference or event that was attended.

#### **Accommodation and Parking**

Actual hotel receipt.

Valet parking will not be approved unless alternative public parking was not available.

#### **Per Diem Allowance**

\$100.00 per partial day to a maximum of \$200.00 per day.

#### **Professional Development**

\$3,000 per Board member allocated annually

(The individual Trustee budget provides reimbursement for participation in PD conferences to include registration fees, travel, meals and accommodation).

\*Participation of Trustees at the ACSTA Annual General Meeting is to be encouraged and will be allocated as a Board expense.