

INTERPRETATION # 2

Travel, Meal and Hospitality Expense Policy ***Regional, Designated and Variable Work Areas***

March 13, 2013

Abstract

This bulletin provides interpretive guidance with respect to the following sections of the [Travel, Meal and Hospitality Expense Policy](#) (the “Policy”):

- 2(g) – Interpretation – the definition of “work area”, and
- 9 – Other Expenses and Allowances While Travelling on Government Business

This bulletin is not a substitute for the Policy.

Guiding Principle

1. Permitting an allowance or the reimbursement of an expense under section 9 of the Policy is intended to recognize the inconvenience and expense that can result from a material change in work routine due to travel requirements. Claimants who are carrying out their duties or functions within a geographic area in which they are required by the terms of their employment or engagement to carry out those duties or functions are not entitled to claim expenses set out in section 9 of the Policy.

Definition of Municipality

2. For the purposes of sections 2(g)(i) and 2(g)(ii) of the Policy, the term “municipality” is considered to have the same meaning as set out in section 1(1)(s) of the *Municipal Government Act* (Alberta).

Guidelines on Geographic/Regional areas

3. Defined regions – Departments who have claimants that are required to work specific regions that are not defined or intended to be within a municipality should only authorize claims for allowances stated in the Policy when employees leave those defined regions and can provide receipts to support a potential claim. Defined regions should be clearly stated in policy documentation.
4. Designated work sites – Departments who have claimants that are required to work at specific work sites that are not defined or intended to be within a municipality should only authorize claims for allowances stated in the Policy when employees leave those designated work sites, travel more than 25 kilometres from those designated work sites,

and can provide receipts to support a potential claim. Designated work sites should be clearly stated in policy documentation.

5. Case work and variable regions – Departments who have claimants that may be required to work in a non-specified geographic area or municipality but who have clear instruction to conduct their work over a general area as it pertains to their assignment (case) should only authorize claims for allowances stated in the Policy as they relate to overtime, for extenuating circumstance applying Section 10(2) of the Policy, and only under circumstances where receipts can be provided to support a potential claim.
6. Discretion - Departments should apply their own management discretion for specific items not contemplated by this interpretation. Policies should address the Guiding Principle in paragraph 1 but be applied given the practical requirements of each circumstance.

Go to:

- [Travel, Meal and Hospitality Expense Policy](#)