

TOWN OF MORINVILLE

LEGISLATIVE POLICY

TITLE:	ADOPTED BY:	NUMBER:
YEAR END PAYABLES Honorarium Board/Committee Members	Council	162/99

PREPARED BY:	DATE:	SUPERSEDES:
Policy Committee	August 24 th , 1999	

PURPOSE OF THIS POLICY:

To ensure that all expense claims for attendance at Town meetings by a Committee or Board Member is claimed prior to year-end of each year.

In order to receive an honorarium the Board/Committee Member must submit their expense claim form for payment within three months from the date of the meeting or if the Member chooses to submit once yearly they may do so but **must** submit their expense claim form prior to the last day in February of the following year, as this is extremely important at year-end.

It is the responsibility of each Board/Committee Member to have their expense claim forms into the accounting department on time for payment.

No further claims will be eligible after year-end of the following year.
