
Chapter 17

Town of Mahone Bay

Travel Expense Policy

It is the policy of the Town of Mahone Bay to reimburse elected officials and Town of Mahone Bay employees, or other approved representatives of the Town for travel, meal and other approved expenses associated with travel when on approved Town of Mahone Bay business. Reimbursement shall be for all reasonable and appropriate expenses for travel, meals, and accommodations while on Town of Mahone Bay business outside the boundaries of the Town.

1.0 Specific Objectives

The objectives of this policy are to:

- a) outline which expenses of Town of Mahone Bay employees and elected officials and committee members are eligible for reimbursement
- b) outline the process for reimbursement for expenses incurred through travel and on other Town of Mahone Bay business
- c) establishes the requirement for receipts for reimbursement of all travel expenses unless otherwise stated below.

2.0 Definitions:

- a) **Town of Mahone Bay Business:** Any legitimate conduct of business for the purposes of the governance and administration of the Town of Mahone Bay which includes, but is not limited to:
 - a function, meeting, seminar, or conference associated with any Provincial or Federal Government department or agency,
 - a function sponsored by a training or educational institution,
 - a function sponsored by the Union of Nova Scotia Municipalities, Towns' Caucus, Federation of Canadian Municipalities, Association of Municipal Administrators, Canadian Association of Municipal Administrators, Recreation Association of Nova Scotia, Tourism Industry Association, a regional development authority or professional association,
 - meetings with representatives of other municipal units, including meetings of joint boards and commissions.
 - trips to and from locations outside the Town of Mahone Bay for securing supplies or services for work-related purposes, or consulting with other groups or individuals

- (b) **Travel Expense:** Includes but is not limited to accommodations, air fare, rail or ferry transport, vehicle rentals, mileage (kilometers driven), meals, gratuities, taxi, parking, bridge tolls, and work-related phone calls and faxes. Items excluded are vehicle fuels and vehicle operating costs including repairs to personal vehicles, alcoholic beverages and personal hygiene items normally used by persons on a day to day basis.

3.0 Mileage Rate to be Paid for use of Own Vehicles

- (a) Mileage will be reimbursed at the rate used by the Provincial Government for its travel reimbursement.
- (b) Mileage will be reimbursed for only out of Town mileage and calculated as the distance from the employee's residence to the destination or from their usual place of work to the destination whichever is less.
- (c) For employees that are required to use their own vehicles within the Town for regular day-to-day work duties, a mileage allowance shall be established for those positions

4.0 Budgets for Travel, attendance at Meetings, Conferences and Seminars.

- (a) Each year a budget will be established for Council, Committee members and Staff to attend meetings, education workshops, seminars and other training and development functions.
- (b) Working within the budget and for in province events, the CAO may pre-approve the attendance by members of Council, employees and committee members to attend business events on behalf of the Town
- (c) Attendance at events that exceed or will exceed the approved budget will require the pre-approval of Town Council.
- (d) All out of province travel, attendance at seminars, conventions and training shall be pre-approved by Town Council.

5.0 Expense Claims

- (a) Expense claims must be approved by the appropriate Department Head. Expense claims for the Mayor, Councilors and Department Heads must be approved by the Chief Administrative Officer. Expense Claims for the Chief Administrative Officer must be approved by the Mayor.
- (b) All travel claims shall be submitted for payment within 10 days following the month the expense is incurred.
- (c) Expense claims for The Mayor, Council members and senior staff will be posted on the town website monthly.
- (d) If expenses are incurred on a Town approved Credit Card, a copy of the expense claim shall be attached to the credit card statement. Posting to the website applies to the claim only.

- (e) If expenses are reimbursed by cheque, the payee of the cheque shall not be one of the signees of the cheque.
- (f) Whenever possible receipts will be obtained for expenses claimed. When receipts are not available or lost, the employees will sign a declaration as to the expenses incurred up to said limit
- (g) Claims shall be submitted on a form provided by the CAO for such purpose.

6.0 In the Interest of the Taxpayer

- (a) Any person incurring expenses should strive to effect travel in a cost effective manner without impairment of efficiency and where practical by means of rental vehicles, public transportation. Car pooling is encouraged.
- (b) Meetings via conference calls, video conferencing and webinars should be encouraged when practical.
- (c) Accommodations should be for the lowest rates available for standard rooms. Members of Council, employees and committee members on Town business may qualify for provincial government rates, however even lower rates than government rates may be available from time to time.
- (d) Persons are not to claim for meals or other expenses that are included in any registration fee, or when meals are provided at the event at no charge.
- (e) Meals may be claimed under the following circumstances and limits:
 - The limits shown in this clause include all taxes and tips.
 - Breakfast – Maximum \$11 per day where the person is required to leave their place of residence prior to 6:30am
 - Lunch – Maximum \$15 per day
 - Dinner- Maximum \$30 per day where the person is not expected to return to their place of residence before 6:30pm.
 - Incidentals - \$10.00 if overnight stay is required for each night stayed.
- (f) There may be times when circumstances dictate that meal costs may exceed the limits outlined above. In such circumstances the CAO may approve the higher amount on the expense claim when supported by receipts.
- (g) Whenever possible expenses shall be paid by a Town Credit Card or billed to the Town of Mahone Bay.
- (h) Council may limit the number of persons that attend a seminar, conference, or meeting when attendance is optional.

7.0 Effective Date

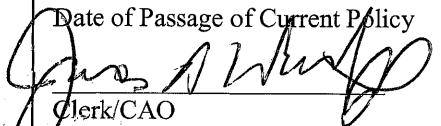
- (a) This Policy shall come into force on the date formally passed or amended by Town Council

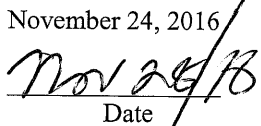
Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to

Consider {7 days minimum notice}: November 8, 2016

Date of Passage of Current Policy November 24, 2016


Clerk/CAO


Date