

Town of Truro – Operating Procedure Manual

Subject: Travel, Meal and Miscellaneous Allowances
Policy Number: OP100-001
Approval Date: December 5, 2016
Departments: All Departments

GENERAL PROVISIONS

1. Travel expense claims for the elected officials, senior staff and committee members must be signed and certified correct by the individual making the claim and signed as approved by the Chief Administrative Officer (CAO). Any travel expense claim for municipal employees must be signed and certified correct by the employee and signed as approved by the employee's Department Head.
2. Travel expense claims for the Chief Administrative Officer must be signed and certified correct by the individual making the claim and signed as approved by the Director of Corporate Services or the Mayor.
3. Reimbursement may be provided on special or other occasions for reasonable costs incurred inside or outside the municipality to extend the Municipality's hospitality and/or entertain visiting delegates or officials. This reimbursement is restricted to the Mayor and CAO if not otherwise approved.
4. Elected officials, committee members and municipal staff should when possible, reduce travel costs by sharing accommodation or automobile transportation with others, or resort to a car rental agency. When there are several transportation options available, the claimant may travel by the mode of their choice, but the municipality reserves the right to pay the value of the most economical option.
5. When attending a professional development event where the registration fee includes any meal, that meal or any optional meal taken cannot be claimed on any expense report.
7. Meals will be reimbursed at the following rates:
 - Breakfast \$15.00
 - Lunch \$15.00
 - Dinner \$30.00
 - Incidentals (per night) \$17.00
8. If travelling outside of the country, meal reimbursement rates may be subject to the current exchange rate.

9. Mileage will be claimed at the current provincial rate, as stated on the provincial government's website.
10. Detailed receipts showing amounts paid including taxes must be attached to expense claims. Receipts for the following expenditures are not required:
 - Meal allowances
 - Highway and bridge tolls
 - Mileage
11. Mileage is reimbursed at the Nova Scotia provincial mileage rate.