

Town of Truro – Policy & Procedure Manual

Subject:	Travel, Meal and Miscellaneous Allowances Policy
Policy Number:	P100-023
Approval Date:	December 5, 2016
Departments:	All Departments

POLICY STATEMENT

It is the policy of the municipality to reimburse elected officials, municipal employees and outside committee members for travel, meal and other approved expenses associated with travel when on approved municipal business.

DEFINITIONS

Municipal Business – any legitimate conduct of business for the purposes of the governance and administration of the municipality 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;
- Trips to and from locations outside the municipality for securing supplies or services for work related purposes, or consulting with other groups or individuals;
- Travel by recreation and tourism staff relating to municipality sponsored recreation and tourism programming.

Travel Expense – includes but is not limited to accommodations, air fare, rail or ferry transport, 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.

MILEAGE RATE

Travel will be reimbursed at the rate set out in the Standard Operating procedures related to Travel, Meal and Miscellaneous Allowances and will cover a distance from Truro, or lesser distance, direct to the required destination and return.

MEAL EXPENSES

The Town of Truro will reimburse for meals based on the rates set out in the Standard Operating procedures related to Travel, Meal and Miscellaneous Allowances.

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. All persons are required to consult with the Chief Administrative Officer or departmental director prior to confirming their travel plans.
 - For elected officials, all arrangements including registration, accommodations, airfare, etc., will be made by the Executive Assistant.
 - Senior Staff can make their own arrangements or direct appropriate departmental staff to do so.
 - Committee members, must liaise with the Town of Truro resource employee on the committee to arrange for travel.
6. 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. 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