



Travel and Expense Policy T-088-20

Effective Date:

Part 1 Policy Intent

It is the policy of the Municipality of the District of Yarmouth to reimburse employees and elected officials who are required to travel on municipal business. The rates for reimbursement are as set out in Appendix A and may be adjusted from time to time as considered necessary.

Part 2 Application

This policy applies to all elected officials, employees and volunteers of the Municipality who are travelling on behalf of the Municipality.

Part 3 Policy Directives

Any person authorized to travel for the benefit of the Municipality is expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved. Whenever possible, employees shall use departmental vehicles for travel.

The Municipality will provide reimbursement of appropriate and reasonable expenses for transportation, meals, accommodation and other disbursements incurred for such travel, in accordance with the guidelines herein. (Excluding alcoholic beverages).

Expenses on mileage incurred while traveling on behalf of a commission or authority shall be reimbursed by the outside body, not the Municipality of the District of Yarmouth.

~~There shall be no reimbursement to Councillors for travel within the Municipality as such travel is deemed to be included in the portion of the Council member's salary or remuneration that is an allowance for expenses incidental to the discharge of duties. (As per the Income Tax Act of Canada)~~

Part 4 Event Registration

- 4.1 Elected officials and employees will be responsible for event registration.
- 4.2 Elected officials or employees who register for conferences, courses, seminars or municipally related activities that result in fees/costs and do not attend shall be responsible for any and all costs incurred by the Municipality, except if attendance was



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not possible for any of the following reasons:

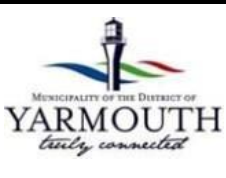
- 4.2.1 Illness (personal or immediate family)
- 4.2.2 Weather conditions
- 4.2.3 Travel emergencies
- 4.2.4 Municipal emergencies
- 4.2.5 Other reasons as approved by Municipal Council

Part 5 Employees travelling for work purposes

- 5.1 Employees travelling for municipal business are considered to be at work. Regardless of the time the employee chooses to leave, they shall be considered as having left at the appropriate time. (For example: for a meeting in Halifax the following morning, an employee would be expected to leave after lunch. If an employee chooses to leave earlier, they will be expected to use vacation leave. If an employee chooses to leave after work, they will not accumulate overtime.) Travel on a Sunday for a Monday morning meeting will be compensated at straight time with time in lieu. Travel times will be subject to weather conditions at the discretion of the CAO.

Part 6 Authorized travel for members of Council

- 6.1 Council members shall be reimbursed, in addition to any allowance for expenses incidental to the discharge of their duties pursuant to the *Council Remuneration Policy C-029-01*, for the reasonable expenses incurred in attending:
- 6.1.1 Conferences in accordance with the *Council Conference Policy C-038-18*;
 - 6.1.2 meetings, events or conferences at which the Council member's attendance is authorized or requested by Council;
 - 6.1.3 a meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
 - 6.1.4 in the case of a Councillor, attendance on behalf of the Municipality provided that such attendance is either:



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6.1.4.1 at the request of the Warden to attend in lieu of the Warden;

6.1.4.2 at the request of the Warden to attend as a Councillor for a district which has a special interest in or connection with the subject of the meeting or conference, or because of special knowledge and experience of the Councillor relative to the subject of the meeting or conference.

6.1.5 a training or continuing education event in accordance with the provisions of the *Council Orientation and Training Policy O-088-20*.

6.2 There shall be no reimbursement for travel Council members attending Council and Committee of the Whole meetings located at the Administration Building.

Part 7 Methods of Transportation

7.1 **Private Automobiles** - Whenever possible employees/elected officials are expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved and working schedule. Travel expenses will be paid, when personal vehicles are used for Municipal business, at a rate set by Council which shall be no less than as that set by the Province of Nova Scotia. The expense will be paid at a straight kilometer rate, with the rate being reviewed periodically by Council. In addition to the kilometer allowance, an individual traveling on municipal business may claim the actual expenses incurred for ferry charges and parking (receipts required), and bridge/road tolls.

7.1.1 Two or more persons traveling during the same time period to the same destination shall car pool to the greatest extent appropriate or practical in the circumstances.

7.1.2 Employees and elected officials should not claim any mileage for personal use while on travel status.

7.1.3 In the interest of safety, employees should not normally be expected to drive more than:

7.1.3.1 300 kilometers after having worked a full day

7.1.3.2 400 kilometers after having worked one half-day

7.1.3.3 700 kilometers on any day when the traveller has not worked



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These guidelines do not apply when driving is being shared among travellers.

- 7.1.4 **INSURANCE** - The Municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobile(s). Persons(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring the automobile(s) is properly insured for such use and is in compliance with all relevant statutory requirements.
- 7.2 **Air** - On business trips for which air travel is the most economical, timely and effective means of transportation, economy air fare shall be booked in advance by the employee or elected official to obtain discount seats. Additional accommodation and meal expenses are permitted when more extensively discounted air fares are available which require an earlier departure and/or return date (e.g. weekend) and the additional discount more than offsets the other additional travel expenses. When air travel is the most economical, timely and effective means of transportation, employees choosing to use a private automobile must travel on their own time, except to the extent of work time that would have otherwise been devoted to air travel. Reimbursement shall not exceed the cost of the least expensive air fare available.
- 7.3 **Automobile Rentals** - Rental vehicles are available for a person or persons traveling on Municipal business. The Municipality will pay the daily rental, gasoline and kilometer charges invoiced by the rental agency, as applicable. Rental agreements have been made with specific companies, and individuals requiring a rental shall check with the Municipal office prior to making arrangements.

Part 8 Accommodation, Meal Allowance & Incidental Expenses

- 8.1 **Accommodations** - Employees/elected officials are expected to participate in the Nova Scotia Federation of Municipalities' agreed Hotel Room Rate Program. The government rate should be requested at the time of booking and be confirmed prior to being billed. If accommodations for elected officials may be are being booked through the Municipal or Department CAO's office using the Hotel Reservation Request Form (Appendix B) must be completed. Cancellations for hotel reservations are the responsibility of the elected official or employee. If any charges are incurred due to late cancellation, these will be the responsibility of the elected official or employee, unless cancellation was due to the following reasons:
- 8.1.1 Illness (personal or immediate family)
- 8.1.2 Weather conditions



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- 8.1.3 Travel emergencies
- 8.1.4 Municipal emergencies
- 8.1.5 Other reasons as approved by municipal council (for Councillors) or the CAO (for employees)

An employee/elected official who makes private arrangements for overnight accommodations while traveling on municipal business may be reimbursed at a rate of \$25.00 per night in lieu of hotel arrangements, subject to the approval of the CAO.

8.2 Meal allowances & Incidentals – Meal allowances will be provided on a per diem basis when elected officials and employees are travelling on Municipal business. The meal allowance for breakfast may be claimed only when the claimant has been travelling on Municipal business for more than 1 hour before the recognized time of the start of the work day (travel before 7:00 am). The meal allowance for dinner may be claimed only when the claimant is not expected to return to his or her residence before 6:30 pm. Meal allowances may not be claimed in situations where a meal was provided as part of the event registration or method of travel.

8.2.1 Employees and Councillors whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware that appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as result the claimant must pay for a meal, an allowance shall be paid for that meal. A receipt must be provided.

8.2.2 Allowances will be paid as follows (amounts include tip and taxes):

8.2.2.1	Breakfast	\$20.00	
8.2.2.2	Lunch	\$20.00	25.00
8.2.2.3	Dinner	\$35.00	45.00
8.2.2.4	Incidentals	\$10.00	

In situations where the claimant has no option other than going over the allowances (breakfast at a hotel that goes over \$20, set meal price at an event that goes over the lunch or dinner allowances), a receipt must be kept and attached to the expense claim. The claimant should keep both the detailed receipt and the debit machine receipt.

Incidentals – Incidental expenses may be claimed on overnight travel for miscellaneous and out-of-pocket expenses such as bridge tolls, long distance calls, or tips not related to a meal expense.



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- 8.3 **Business Meeting, Exhibits & Trade Shows** - Reimbursement will be provided for reasonable expenses incurred for room and equipment rentals, fees, business meals, gratuities and other related service costs to facilitate the conduct of municipal business programs.
- 8.4 **Other Expenses** - Extraordinary expenses may be considered for reimbursement upon proof of receipts and approval by Council

Part 9 Travel Advances and Claims Procedures

- 9.1 **Travel Advances** - Cash advances for pre-registration of conferences, airfare, and accommodation deposits are available on request to cover the anticipated expenses of an authorized business trip. Within (30) days of the completion of a business trip for which a travel advance was made, the employee/elected official must account for the advance by submitting a travel expense claim for allowable expenses and by remitting any balance in excess of the expenses actually incurred and claimed. If the advance has not been accounted for within the prescribed time limit, the CAO may deduct the balance owing to the Municipality from any sum of money that may be due and payable by the Municipality to that employee/elected official.
- 9.2 **Travel Claims Procedures** - Claims for reimbursement of travel expenses shall be submitted on the forms prescribed by the Municipality, detailing the expenses incurred. The following expenses shall be supported by vouchers or receipts that must be attached to the travel expense claim form:
- 9.2.1 commercial transportation (air fare, ferry charges, train tickets)
 - 9.2.2 hotel, motel, inn and bed & breakfast accommodations;
 - 9.2.3 automobile rentals;
 - 9.2.4 taxis;
 - 9.2.5 parking expenses;
 - 9.2.6 business meeting, exhibition and or trade fair costs;
 - 9.2.7 necessary expenditures for operation of municipal vehicles



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- 9.3 All travel claims must be signed by the person making the claim and be approved for payment by the CAO. A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.

Part 10 Spouse/Partner Cost

- 10.1 If the spouse/partner of an elected official or employee accompanies the individual while on municipal business, all additional costs incurred shall be at the expense of the individual.

Part 11 Misuse of Municipal Funds

- 11.1 Fraudulent irregularity, misuse or misappropriation of Municipality of Yarmouth funds may result in disciplinary or legal action, up to and including termination of employment (for employees), and is subject to the Municipal Code of Conduct (for Councillors).

Part 12 Policy review

- 12.1 No later than January 31st following an election year, Council shall formally review this policy by way of motion, to ensure that the contents of the policy are in accordance with provincial legislation and best practices.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	
Date of Passage of current Policy	
I certify that this Travel and Expense Policy T-088-20 was adopted by Council as indicated above.	
<hr/> <div style="display: flex; justify-content: space-between;"> Chief Administrative Officer Date </div>	

Date last reviewed:

Date last amended:

Amendment Log

Date	Amendment Description
January 9, 2024	Section 6.1.3 – added travel distance after so many working hours. Section 7.1 – changed language that Councillors must book through CAOs office using the Hotel Bookings form. Section 7.1.5 – changed language to read “Other reasons as approved by municipal council (for Councillors) or the CAO (for employees).” Section 7.2.1 – added Section 7.2.2.2 – changed from \$20.00 to \$25.00 Section 7.2.2.3 – changed from \$35.00 to \$45.00 Section 8.1 – changed language in first sentence to read “Advances for pre-registration of conferences, airfare, and accommodation deposits are available on request to cover the anticipated expenses of an authorized business trip.” Section 8.3 – added “A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.” Part 10 – added Misuse of Municipal Funds

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February 13, 2025

Part 3 – removed last paragraph “There shall be no reimbursement to Councillors for travel within the Municipality as such travel is deemed to be included in the portion of the Council member’s salary or remuneration that is an allowance for expenses incidental to the discharge of duties. (As per the Income Tax Act of Canada)”.

Part 6 - added Authorized travel for members of Council

Section 7.1.3 - added

Section 8.1 - changed that Appendix B form must be complete if elected officials are booking reservations through CAOs office.

Section 8.1.5 - specified who approves other reasons

Section 8.2.1 - added

Section 8.2.2.2 - increased lunch allowance to \$25.00

Section 8.2.2.3 - increased dinner allowance to \$45.00

Section 9.1 - specified advances for pre-registration of conferences, airfare, and accommodation deposits are available on request.

Section 9.3 - added a deadline of 30 days for expenses to be submitted

Part 11 - added Misuse of Municipal Funds



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**Appendix A
Expense Claim Form**

DRAFT AMENDMENTS

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

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Expense Claim

- Expense Reporting – MODY credit card
 Expense Reimbursement - Personal credit card or other method of payment

(DO NOT CLAIM BOTH TYPES OF EXPENSES ON THE SAME FORM)

Mileage Rate: \$0.5838/km	Breakfast: \$20.00
Non-Commercial Accommodation Stipend: \$25.00	Lunch: \$20.00
Meals: per diem (Receipts NOT required unless over per diem rate)	Dinner: \$35.00
	Incidentals: \$10.00

Name: _____	Date Submitted: _____
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Date:	Event	Location	kms Travelled	kms @ \$0.5838	Hotel	Meals	Other	Total
				0.00				0.00
				0.00				0.00
				0.00				0.00
				0.00				0.00
				0.00				0.00
				0.00				0.00
				0.00				0.00
Subtotals								0.00

_____ Claimant	_____ Date
_____ Approved and G/L Coded by	_____ Date

Minus any monies owed the Municipality	0.00
Total Payable	0.00

G/L Codes – Office Use Only

Last Amended April 8, 2024

Appendix B Councillor Hotel Reservation Request Form

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Councillor Hotel Reservation Request Form

Name	Dates (inclusive)	Bed size <u>preference</u> (king/queen/double)	If parking is available, is it required?	# of people in room	Hotel <u>preference</u>

PLEASE BE REMINDED THAT COUNCILLORS ARE RESPONSIBLE FOR HOTEL CANCELLATIONS AS WELL AS CONFERENCE/FUNCTION REGISTRATIONS.

Signature

Date

Office use only

Confirmation # _____