

MUNICIPALITY OF THE COUNTY OF VICTORIA

MUNICIPAL TRAVEL EXPENSE POLICY

1.0 LEGISLATIVE AUTHORITY

This policy derives its authority from Section 65 (r) and (s) of the *Municipal Government Act* of the Province of Nova Scotia.

2.0 STATEMENT OF POLICY

It shall be the policy of the Municipality to reimburse Council members and municipal staff for approved expenditures incurred by them while they travel on official municipal business.

Actual kilometers travelled will be reimbursed at the kilometer rate set, from time to time, by Municipal Council. Google maps may be used as a reference.

All other allowance expenses are on an actual cost incurred basis and original receipts must be provided except where the individual is claiming a per diem rate as set forth elsewhere in this policy.

If these boards, agencies, or organizations do not cover expenses for their board members, the Municipality will cover the Councillor or staff members approved expenses if these Councillors or staff members have been appointed to this board, agency or organizations by a motion of Council.

Finance staff have the right to hold payment until all backup has been received.

3.0 AUTHORITY TO TRAVEL

All municipal travel, for which an expense claim will be submitted, must be approved at the appropriate level within the organization. Agendas of conferences/meetings attended are to be attached to all claims.

Council approval shall be required for any travel outside Nova Scotia by either Council members or municipal staff.

Council members require approval of the Council for any travel outside the Municipality whenever possible, and failing Council being available, approval by the Warden, failing that the CAO.

Staff members will require Department Head approval in advance for travel outside the Municipality. Department Heads will require CAO approval or Warden/Deputy Warden.

CAO will require Warden or Deputy Warden approval for travel outside the Municipality.

4.0 ACCOMMODATIONS

Travel expenses for accommodation shall only be reimbursed if the traveler cannot reasonably be expected to return home at the conclusion of a function.

Councillors or staff members who claim overnight accommodation are entitled to claim \$10.00 per day, as incidentals for each night of accommodations charged.

Whenever possible, overnight accommodations will be arranged by the Administrative Office and billed directly to the Municipality.

If Council or staff members make alternate arrangements, a per diem is to be paid to the Councillor or staff member of \$50.00 per night.

5.0 MEALS

Councillors and staff are entitled to meal allowances as outlined below:

Breakfast	\$13.00
Lunch	\$20.00
Dinner	\$30.00

Meals are not to be charged to rooms.

Meals will be reimbursed to Council or staff at actual rates provided detailed meal receipts are provided.

Council and staff will not be reimbursed for meals if a meal is prepaid or provided at the meeting or event.

Alcoholic beverages will not be paid for by the Municipality.

5.0 MILEAGE

Councillors and staff shall be reimbursed for actual mileage travelled on authorized municipal business, and will only be reimbursed for use of your own personal vehicle.


Mileage rate is set at \$0.48 per kilometer, and will be adjusted with inflation.

Receipts for tolls and parking are required.

6.0 PUBLIC ACCESS

Expense claims are public documents.

I CERTIFY this to be a true copy of the "*Municipal Travel Expense Policy*" as adopted by Council of the Municipality of the County of Victoria at a meeting held on the 15th day of December, 2014.



A. W. (Sandy) Hudson
Chief Administrative Officer

*Effective – January 1, 2015