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# Town of Mulgrave

## Mayor & Council Travel Policy

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### Title:

1. This Policy is entitled the “*Mayor & Council Travel Policy*”.

### Purpose:

2. The purpose of this policy is to outline reasonable and appropriate reimbursement of travel related expenditures incurred by the Mayor and Council when required to travel on Town of Mulgrave related business.

### Objectives:

3. The objectives of this policy are:
  - To identify circumstances that dictate Mayor and/or Council travel;
  - To identify travel expenses that will be eligible for reimbursement;
  - To set specific rates for and limits on reimbursable travel expenses; and
  - To establish procedures for authorization of travel and to claim travel expenses.

### Policy:

4. It is the policy of the Town of Mulgrave to reimburse the Mayor and Councillors for travel for the following purposes and in the following geographic areas:
  - Travel within the quad counties (Antigonish, Guysborough, Richmond and Inverness) for the purpose of attending meetings of committees on which the Mayor or Councillor sits (for example: the Eastern Regional Solid Waste Management Committee; the Police Advisory Committee; the Eastern Counties Regional Library; Strait Area Mayors and Wardens Committee; the Port Hawkesbury Airport Committee; and other committees, regional in nature, for which a council representative is appointed). This travel is deemed approved by the fact of committee membership;
  - Travel within the quad counties for the purpose of meeting with local government elected officials, area businesses and not-for-profit organizations and associations to discuss issues of mutual concern. This travel will be approved on a case-by-case basis by the CAO;
  - Travel within Nova Scotia to meet with Provincial and/or Federal government officials for the purpose of discussing opportunities for the Town of Mulgrave or to advocate for policies and decisions favorable to the Town of Mulgrave. This travel will generally be approved at Council

before it is undertaken, such that the Town representative(s) will be able to represent Council's position on the issues. In exceptional or emergency circumstances, travel may be approved by the CAO;

- Travel related to training or educational workshops, seminars or courses specifically related to the role of Mayor / Councillor or the work of a committee on which he/she sits;
- Travel within Nova Scotia to attend meetings and conferences sponsored by the Union of Nova Scotia Municipalities and the Federation of Canadian Municipalities. It is the policy of Council to send two delegates to the spring and fall conferences sponsored by the Union of Nova Scotia Municipalities (UNSM). The delegates will consist of the Mayor and one Councillor. Each Councillor will be given an opportunity to attend one spring and one fall conference during his/her four-year term of office.
- Mulgrave will send one delegate to other UNSM meetings, and in particular the Towns Caucus, when the agenda indicates matters of concern to the Town will be discussed. The Mayor, as key liaison with other levels of government and the UNSM, will attend these meetings, and in his/her absence, the Deputy Mayor shall attend.
- The Mayor or delegate will represent the Town of Mulgrave at the Annual Conference / Annual General Meeting of the Federation of Canadian Municipalities if held outside Nova Scotia. More than one delegate may be nominated if the meeting is held within Nova Scotia.

#### **Travel Expenses and Allowance:**

5. The following expenditures will be reimbursable by the Town provided the travel is in accordance with this policy.
  - **Use of Personal Vehicle**
    - (a) Mileage (kilometers driven) shall be paid for personal motor vehicle use while on Town business at the current rate approved by the Provincial Government as their policy for allowances paid for travel in Nova Scotia. The rate currently payable is indicated in Schedule A of this policy which will be adjusted as the Provincial rate is reviewed and adjusted.
    - (b) The Mayor and Councillors should endeavor to carpool when two or more members are traveling to the same destination at the same time.
    - (c) For travel exceeding 300 kilometers, it may be more economical to rent a vehicle and when this is the case, the cost of the rental and fuel will be reimbursed.
    - (d) Individuals claiming expenses for use of personal vehicles must provide the Town with a copy of their insurance liability card on an annual basis.
  - **Public Transportation & Taxis**
    - (a) Individuals traveling on behalf of the Town of Mulgrave may choose to travel on public transportation rather than by personal vehicle. The Town will reimburse bus fares for travel taken within the province based on the presentation of a receipt.
    - (b) Taxi or other transportation services required to travel from place of accommodation to place of business will be reimbursed. Receipts are required for taxi fares but not for local bus transportation.

- **Meal Allowances**

(a) When individuals travel on Town business, an allowance for meals is paid on a per diem basis. No receipts are required. Meal rates are outlined in Schedule A of this policy and are inclusive of gratuities.

(b) When meals at a conference, meeting or event are provided at no cost to participants or are part of the registration package, individuals traveling on Town business cannot claim for the meals provided.

(c) Breakfast may be claimed if an individual must travel before 7:30 am or is away from home overnight; Lunch may be claimed if the individual is away from Mulgrave during the period 11 am to 1 pm, and dinner may be claimed if the individual cannot return to Mulgrave before 6 pm.

- **Accommodation**

(a) Commercial - The cost of single-room commercial accommodation will be reimbursed based on receipts. Double room accommodation will be reimbursed if two or more Town representatives share the room. Individuals should endeavor to locate accommodation that is reasonably priced for the market to which he/she has traveled. Government rates should be requested at all accommodation venues.

(b) Private – Individuals who use private accommodations while traveling on Town business will be reimbursed \$30 per night. No receipt is required.

(c) Personal expenditures – charges for items such as in-room movies, bar fridge charges, and laundry charges will be paid by the individual.

- **Incidental and Miscellaneous Expenses**

(a) An allowance for daily incidental expenses may be claimed by individuals when overnight travel is involved. The incidental allowance is provided to cover personal expenses incurred, such as laundry, due to travel. The current daily incidental allowance is indicated in Appendix A and is inclusive of gratuities. Receipts are not required.

(b) Miscellaneous expenses, such as parking and tolls are reimbursable upon presentation of receipts. The cost of conference room rentals, equipment rentals and such costs necessary for individuals to make presentations on behalf of the Town will be reimbursed upon presentation of receipts.

(c) Registration expenses for conferences and seminars covered under this policy are reimbursable on presentation of a receipt.

(d) Telephone and Internet expenses – Reimbursement will be made for telephone charges where such charges are reasonable and for business purposes. An employee may also be reimbursed for one call to their home.

- **Entertainment**

Reimbursement may be provided for reasonable costs incurred inside or outside town to extend the Town's hospitality and/or to entertain visiting delegates. In no circumstances will expenses for alcohol be reimbursed.

**Reimbursement & Receipts:**

6. The following process must be followed to claim travel expenses:
  - (a) Travel expense claims must be filed with a completed Travel Expense Claim Form (Appendix B).
  - (b) Reimbursement for travel must be verified with the signature of the individual, and final approval given by the CAO prior to reimbursement.
  - (c) Unless otherwise noted, receipts which show HST if applicable, must be filed with the travel claim.

**Travel Advance**

7. When out-of-pocket expenses are anticipated to exceed \$200, an advance amounting to 75% of the costs may be paid to the individual traveling on Town business.

**Reporting Requirement**

8. With the exception of travel described in section 4 as for the purpose of attending committee meetings, each individual traveling on behalf of the Town of Mulgrave must present a brief written report to Council describing the purpose of the trip and results achieved.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider: April 23,2010

Date of Passage of Current Policy: May 3, 2010

I certify that this *Bylaw Development Policy* was adopted by Council as indicated above.

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**Municipal Clerk**

\_\_\_\_\_  
**Date**

**Schedule A – Personal Vehicle, Per Diem and Incidental Allowances**

**Personal Vehicle**

As of April 1<sup>st</sup>, 2010 the rate per kilometer is \$0.3813

**Meal Allowances**

As of April 1<sup>st</sup>, 2010, the rates for meals are:

Breakfast	\$13.45
Lunch	\$12.65
Dinner	\$35.90

**Incidental Allowance**

The daily incidental allowance is \$17.30.

