



POLICY

TRAVEL, MEAL, AND MISCELLANEOUS ALLOWANCE POLICY	
Policy Number: 120-008	Supersedes Policy Number: Human Resource Policy 6-20
Effective Date: 2012-09-17 Amended 2019-04-01	Approval By Council Motion Number: 07-09-12 19-04-19

1.0 Purpose

It is the policy of the Town of Wolfville to reimburse elected officials, employees, or designated representatives of the Town for travel, meal and other expenses associated with travel when on approved town business. Reimbursement shall be for all reasonable and appropriate expenses.

2.0 Scope

This Policy is applicable to Town Council elected officials and Town of Wolfville employees seeking reimbursement for travel, meal and other expenses.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (MGA)

4.0 Definitions

- 4.1 **Town of Wolfville Business:** Any legitimate conduct of business for the purposes of the governance and administration of the Town which includes, but is not limited to:
- a. a function, meeting, seminar, or conference associated with any Provincial or Federal Government department or agency,
 - b. a function sponsored by a training or educational institution,
 - c. 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,
 - d. meetings with representatives of other municipal units,
 - e. trips to and from locations outside the Town of Wolfville for securing supplies or services for work-related purposes, or consulting with other groups or individuals,



POLICY

- f. travel by recreation and tourism staff relating to Town of Wolfville produced recreation and tourism programming.

4.2 **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.

5.0 Policy

- 5.1 Receipts are required for reimbursement of all travel expenses unless otherwise stated below.
- 5.2 Mileage will be reimbursed at the rate used by the Provincial government for its travel reimbursement process (receipts not applicable).
- 5.3 Councillor and Town committee members can be reimbursed for Child/Family care expenses to a **maximum** of \$70 per day. This allowance covers cost incurred for attendance at approved town meetings, professional development and conferences. In lieu of receipts, the name and address of the individual providing the child care service must be provided. Reimbursement is limited to non-family members.
- 5.4 Expense reports must be submitted and approved as follows:
 - a. Staff expense reports must be approved by their respective Department Head.
 - b. Chief Administrative Officer (CAO) expenses must be approved by the Mayor and Director of Finance.
 - c. Expense reports for the Mayor will be approved by the CAO and Director of Finance.
 - d. Council expense reports will be approved by the CAO and Director of Finance.
- 5.5 Alcoholic beverages are not eligible for reimbursement.
- 5.6 **Reporting Requirements** will be in accordance with MGA s. 65A and include the following:
 - a. Within 45 days of the end of each fiscal quarter, prepare and post a summary expense report on the Town's website that describes all expense reimbursements incurred during the quarter;
 - b. By July 31 of each year, prepare and post a summary expense report on the Town's website that describes all expense reimbursements incurred during the quarter;



POLICY

- c. Annually submit all required documentation to the Minister of Municipal Affairs in accordance with requirements set out in the Financial Reporting and Accounting Manual.

5.7 **Review Requirements** will include the following:

- a. By July 31st of each year, the Audit Committee shall review the annual expense reimbursement summary report.
- b. By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

CAO

2019-04-16

Date