



## POLICY

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<b>TRAVEL, MEAL, AND MISCELLANEOUS ALLOWANCE POLICY</b>	
<b>Policy Number:</b> 120-008	<b>Supersedes Policy Number:</b> Human Resource Policy 6-20
<b>Effective Date:</b> 2012-09-17 2019-04-01 <b>2024-09-24</b>	<b>Approval By Council Motion Number:</b> 07-09-12 19-04-19 <b>17-09-24</b>

### 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 or provided by a training or educational institution,
  - c. a function sponsored or provided by the Nova Scotia Federation of Municipalities, Towns' Caucus, Federation of Canadian Municipalities, Association of Municipal Administrators, Canadian Association of Municipal Administrators, Recreation Nova Scotia, Tourism Industry Association of Nova Scotia, a regional development authority or professional association
  - d. meetings with representatives of other municipal units,



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- 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,
  - f. travel by recreation and tourism staff relating to Town of Wolfville produced recreation and tourism programming.
  - g. Other Conference and Professional Development related opportunities as appropriate.
- 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.
- 4.3 **Exceptional Meetings** mean meetings that are not part of the regular scheduled Committee and Council meetings, and which do not fall under Sections 5.1, 5.9, 5.10, 5.11 and 5.12 of policy#110-001 Committees of Council Policy, namely, task forces, working groups, external/partnership and internal committees, as well as those listed under section 4.1 of this policy.

### 5.0 Policy

- 5.1 Receipts are required for reimbursement of all travel expenses unless otherwise stated below.
- 5.1.1 Mileage will be reimbursed at the rate used by the Provincial government for its travel reimbursement process (receipts not applicable).
  - 5.1.2 A per diem allowance for meals as noted below:
    - Councillors, staff and the CAO will be given an allowance for meals during conference/training attendance, not to include meals that are provided as part of the registration fee. Allowances inclusive of gratuity will be paid as follows:
      - Meal Rate (per day)
      - Breakfast \$15.00
      - Lunch \$20.00
      - Dinner \$36.00
  - 5.1.3 Any expenditure on meals over and above the per diem rate will require receipts for reimbursement.
- 5.2 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



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the childcare service must be provided. Reimbursement is limited to non-family members.

- 5.3 Members of Council may receive a separate allowance for attending exceptional meetings as defined above, resulting in a loss of paid time from their regular employment. Proof of this loss will be required. Reimbursement must be claimed as an expense and will be at the rate of living wage at the time of the claim.
- 5.4 Expense reports must be submitted and approved as follows:
- a. Staff expense reports must be approved by their respective Director or designate.
  - b. Chief Administrative Officer (CAO) expenses must be approved by the Mayor and Director of Finance.
  - c. Expense reports for the Mayor and Council 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. 65D 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.
  - 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 31<sup>st</sup> of each year, the Audit Committee shall review the annual expense reimbursement summary report.
  - b. By January 31<sup>st</sup> immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a



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motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

Town Clerk

September 24, 2024

Date