



Town of Antigonish Travel Policy

Scope

The purpose of this policy is to provide guidelines to reimburse employees and elected officials who are required to travel on Town-related business and to travel for attendance at conferences, workshops, seminars, and/or forums. The policy is adopted under authority of Section 65 (r) and (s) of the Municipal Government Act.

Policy

1. The following travel expenses will be eligible for reimbursement from the Town, provided such expense is incurred with respect to Town-related activities noted above under "Scope". Where applicable, authorization is required from the Supervisor, Department Head, Chief Administrative Officer, and/or the Mayor. All travel expense claims must be made within one (1) month of travel; in all cases, receipts are required for reimbursement.
 - (i) Accommodation: Employees/elected officials will be reimbursed for actual accommodation costs incurred while on Town business. Employees/elected officials should request government rates whenever possible and are to stay at the host hotel or closest accommodation available.
 - (ii) Meals: Meal rates paid shall be based on actual and reasonable costs and are applicable only if meals are not provided on a carrier or included in the cost of the hotel. Reimbursement for meals shall not be claimed where meals are included as part of registration fees for conferences, workshops, seminars, and/or forums.

In order to claim for a full day, the employee/elected official must leave at 8:00 AM or prior and return later than 6:00 PM. Meals taken during part days in travel status are reimbursed in accordance with actual and reasonable costs.


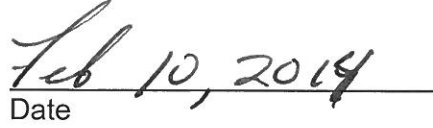
The per diem claimable for each meal (which is interpreted as the actual amount expended up to the maximum rate inclusive of taxes and gratuities) is set out in the Government of Nova Scotia Travel Policy. Council and staff will be advised of current rates as they become available from the Province. Employees travelling on Town business will be reimbursed his/her receipted costs per individual meal that exceed the per diem only when an employee is exposed to higher costs and the expenses claimed are reasonable and justifiable in the circumstances. Council and staff will be advised of current rates as they become available from the Province.

Alcohol purchases are deemed to be unreasonable and therefore will not be reimbursed.

- (iii) Tips and Gratuities: Tips and gratuities in connection with meals and/or services received should be limited to no more than 15%.
- (iv) Air Travel: Air travel and related fees at the economy rate to scheduled service airport nearest destination. Discount fares (seat sales) should be utilized, where possible.
- (v) Car Rental: Rental of car at destination; attempts should be made to acquire economy type of transportation. Where practical, one day round trips from the Town of Antigonish in excess of 250 kilometres, should be driven using a rental vehicle. Potential claims include rental vehicle, insurance, and gas.

- (vi) Taxi/Bus: Taxi/bus fares to and from accommodation to place of business as well as from airport to accommodation, etc.
- (vii) Park/Toll: Highways and bridge tolls, and parking fees.
- (viii) Telephone: Reimbursement for telephone charges will be made if such charges are reasonable and for business purposes. An employee/elected official may call home provided calls are within reason. All telephone calls should be charged to a room or to your home phone number. Collect calls may be made to Town offices.
- (ix) Registration Fees: Expenditures for conference registration, workshops, seminars, etc.
- (x) Private Vehicle: Authorized use of private vehicles on Town business; reimbursement will be made using the Kilometrage Rates payable for the use of privately owned vehicles as set out in the Government of Nova Scotia Travel Policy. Council and staff will be advised of current rates as they become available from the Province.
- (xi) Spouses/Significant Others: The Town is not responsible for the costs of travel, lodging, meals, registration, etc. of the spouses/significant others when they are accompanying the employee or elected official to a meeting, conference, workshop, seminar, and/or forum.
- (xii) Discretion: Employees are directed to use discretion in all matters pertaining to travel expense, particularly in relation to meal costs, tipping, etc.

2. Any previous Travel Policies of the Town of Antigonish are hereby repealed.

<u>CAO's Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent:	October 22, 2012
To Consider (Minimum 7 Days):	October 29, 2012
Date of Passage of Current Policy:	October 29, 2012
 _____ Chief Administrative Officer	 _____ Date