

**Policy:**                **Travel, Meal and Miscellaneous Expenses**

**Date Originally Approved:**    **February 27, 2003**

**Motion:**        *“I so move to recommend the approval of the Policy number 2003 – 18  
“Travel, Meal and Miscellaneous Expenses” as amended; to the Council of the Town of Stewiacke.*

**Date Amended August 20, 2020**

**Policy Number: 2003 - 18**

**Policy Subject: Travel, Meal and Miscellaneous Expenses**

### **Policy Objective**

To provide procedures for the reimbursement of travel expenses, meal expenses and other approved expenses while on authorized out of Town business.

### **Policy**

1. **Accommodation** expenses will be paid on the actual costs as indicated on the receipt. A reasonable class of Accommodation shall be selected where a choice is available.
2. **Mileage expenses** will be paid from the Town Office to the destination when personal vehicles are used for Town business. The expense rate, as set out in Schedule A, will be paid at a straight kilometer rate, with the rate being same as that of the Province. When two or more individuals are travelling to the same destination, it is expected that they will travel together. However, when it is necessary, individuals may travel separately to the same destination for Town business, and each may submit mileage expenses for reimbursement.
3. **Meal expenses** will be provided on a per diem basis when individuals are on Town business as set out in Schedule A.
4. **Other expenses incurred** will be reimbursed, while out of town, on Town of Stewiacke business. Items for consideration would include, but not limited to; ground transportation, parking charges, toll charges and other small items.

There may be times when an individual may need an advance to cover out of pocket expenses when attending seminars, training courses, conventions, etc. These occasions may arise when a purchase order may not be appropriate. Therefore, when the estimated expense is over \$200.00, an advance of up to 75% of the estimate, will be made to the individual. When the individual returns, he/she must submit receipts within 5 working days to account for the advance. If the expenses are less than the advance, the balance must be returned to the Town. If the expenses exceed the advance and valid receipts are submitted, the individual will be reimbursed for the same.

5. A **Statement of Travel Expenses** form must be signed and filed, along with receipts where appropriate, in order to receive reimbursement of expenses.
6. **Replaces** any and all Policies related to "Travel and Meal Expenses".

## Schedule A

### Travel, Meal and Miscellaneous Expenses

- Meal Allowance           Maximum of \$55.00 per day  
(Taxes and a maximum gratuity of 15% not included)

#### General Guidelines

Breakfast ... \$10.00

Lunch ...     \$15.00

Dinner ...    \$30.00

*Note: Alcoholic beverages are not reimbursable*

- Other expenses         -       \$5.00 per day on overnight trips
- Mileage expenses       -       as per the provincial rate



<b>Annotation for Official Policy Book</b>	
Date of Notice to Council Members of Intent to consider: <u>August 2006</u>	
Date of Passage of Current Policy: <u>August 20, 2020</u>	
I certify that this was adopted by Council as indicated above.	
_____	_____
CAO / Clerk	Date



TOWN OF STEVIACKE

EXPENSE VOUCHER-Refer to policy 2003-18

Name:			Position:				Date:			
DATE			Dept:				Period:			
YY	MM	DD	PARTICULARS	MISC. EXPENSES		HOTEL EXPENSE \$	MEALS	USE OF OWN VEHICLE		TOTAL
				TYPE	AMOUNT			#KM	AMOUNT	
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
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									\$ -	\$ -
			<b>Total</b>		\$ -	\$ -	\$ -		\$ -	\$ -

MAXIMUM CONFERENCE & BUSINESS TRAVEL MEAL RATES Breakfast - \$10.00 Lunch - \$15.00 Dinner - \$30.00 *Rates only apply to expenses associated with out of town travel while on approved Municipal Business	DISTRIBUTION		APPROVAL	
	GL ACCOUNT #	AMOUNT		
	32304-HST	\$ -	Payment Recommended: _____ IMMEDIATE SUPERVISOR	
	21214	\$ -		
21217	\$ -			
<b>DON'T FORGET TO ATTACH RECEIPTS (where applicable)</b> I hereby certify that the above expenses were incurred by me on official business of the Town.  _____ Signature			Checked by: _____ TOWN CLERK  Payment Approved: _____ MANAGER OF FINANCE	
	Assigned by: _____			