

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>PROCEDURE AND ORGANIZATION OF COUNCIL</b>	SUBJECT <b>REIMBURSEMENT CLAIMS</b>

## 1. PURPOSE

- 1.1. To establish a Policy which outlines the appropriate reimbursement procedure on claimed expenses for attending meetings, conferences and functions.

## 2. APPLICATION

- 2.1. This policy applies to all Council members and all full time, salaried, non-hourly paid, permanent employees of the Municipality.

## 3. REIMBURSEMENT OF EXPENSES

- 3.1. Council members and Employees shall be reimbursed for the reasonable expenses incurred in attending:
- a) The annual meeting and conferences of the Union of Nova Scotia Municipalities;
  - b) Electors meetings convened by a fire department or by the Council member in the district for which the Council member has been elected or, in the case of the Warden and Deputy Warden in any district in the Municipality provided that the Councillor shall not obtain reimbursement for expenses incurred in attending any more than one electors meeting convened by the Councillor covering the same geographic territory;
  - c) Community engagement meetings convened either by the Municipality or the community;
  - d) Meetings or conferences at which the Council member's or the Employees' attendance is authorized or requested by Council;
  - e) Attendance at a meeting of any Board, Commission or other organization to which the Council member or Employee has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member or Employee is entitled to reimbursement of expenses directly from the applicable organization;
  - f) In the case of the Warden or Deputy Warden, attendance at functions, meetings or conferences of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Warden or Deputy Warden not to attend;
  - g) In the case of a Councillor, attendance on behalf of the Municipality at a function identified in the previous subsection of this Policy, provided that such attendance is either:
    - 3.1.g.1. At the request of the Warden or Deputy Warden to attend in lieu of the

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Warden of Deputy Warden;

**3.1.g.2.** At the request of the Warden of Deputy Warden to attend as a Councillor for a district which has special interest in, or connection with the subject of the meeting of conference or because of a special knowledge and experience of the Councillor relative to the subject of the meeting of conference;

**h)** At a training or continuing education event in accordance with the provisions of this Policy concerning Council member or Employee training and education;

#### **4. NO REIMBURSEMENT FOR POLITICAL OR CONSTITUENCY ACTIVITIES**

4.1. The expenses of a Council member for political activity associated with election or re-election is not reimbursement by the Municipality.

4.2. Notwithstanding 3.1 (c), a Council member shall not be reimbursed for meetings with constituents, individual electors, complainants, because the expenses incurred in the discharge of these duties are deemed to be included in the part of the Council member's salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers.

#### **5. NO REIMBURSEMENT FOR TRAVEL WITHIN THE MUNICIPALITY**

5.1. There shall be no reimbursement to Councillors for travel within the Municipality because such travel is deemed to be included in the part of the Council member's salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers.

5.2. There shall be no reimbursement for travel for employees or Council members attending Council meetings located at the administrative office, as travel from home to the municipal office is considered a personal expense.

#### **6. TRAINING AND EDUCATION OF COUNCIL MEMBERS AND EMPLOYEES**

6.1. If the Municipality has established a training and education budget expense item for Council members and Employees, a Council member or Employee may apply to the CAO in advance for approval to incur expenses out of this budget for training or education, provided that:

- a)** The request is made in writing.
- b)** The training or education course, meeting or conference, is related to municipal government.
- c)** The course, meeting or conference is completed prior to the next municipal election date.
- d)** The budget for Council member or Employee training and education for the year has not been exhausted and would not be exceeded by authorizing the request.

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- e) The council member or Employee shall reimburse the Municipality for the cost of all or, alternatively the pro-rated cost of a portion, of any enrollment fees in the event of failure to attend all, or alternatively some, of the event without reasonable justification.
- f) A brief written summary is provided by the Council member or Employee describing the nature and benefits of the training and education at the time of submitting any travel, accommodation and meal expenses for reimbursement.

## 7. REQUIREMENT FOR RECEIPTS

- 7.1. Receipts or other satisfactory documentary proof must be submitted with the reimbursement claim for all expenses except:
- a) Claims for per diem meal allowances
  - b) Individual expenses of less than \$5 for reasonable tips, bridge tokens, and parking meters
  - c) Claims for personal vehicle mileage.

## 8. PER DIEM MEAL ALLOWANCES

- 8.1. A Council member or Employee shall be paid a meal allowance for each meal other than meals provided free of cost in the amount of:
- a) \$15 for breakfast;
  - b) \$20 for lunch; and
  - c) \$25 for supper.
- 8.2. A Council member or Employee shall be paid a meal allowance for each meal other than meals provided free of cost in the amounts indicated in section 7.2, providing that travel occurs during the times below:
- a) Breakfast – between 12:00 AM and 12:00 noon;
  - b) Lunch – between 12:00 noon and 5:00 PM;
  - c) Dinner – between 5:00 PM and 12:00 midnight.
- 8.3. For medical, allergic or food sensitivity reasons, a Council member or Employee could be paid a meal allowance for meals provided free of cost. In those exceptional cases, the Council member or Employee must provide a receipt for the meal, and the meal shall be reimbursed at the rates in section 8.1.

## 9. METHODS OF TRANSPORTATION

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### 9.1. Personal Vehicles

- a) Except for municipal trips where air travel is more practical, the use of personal vehicles is the accepted method of transportation for one or more persons. Before authorizing the use of each privately owned vehicle, the Department Head or CAO shall consider: number of persons travelling; cost of alternative transportation; and urgency of travel.

### 9.2. Rented Vehicles

- a) The Department Head or CAO or their designate may approve a short-term rental of a vehicle for a person or persons travelling for municipal business. The Municipality will pay or reimburse the daily rental, insurance, gas and kilometre charges invoiced by the rental agency, as applicable.

### 9.3. Taxi / Uber / Shuttle

- a) The Municipality will pay or reimburse the taxi / uber / shuttle expenses so long as the proof of expense indicates travel from the destination airport to the hotel. A proof of expense must be provided in order for reimbursement.

### 9.4. Air Travel

- a) On municipal trips for which air travel is the most economical, timely and effective means of transportation, **economy airfare shall be booked in advance** to obtain discounted rates. Persons authorized to travel by air shall not be held personally responsible for any financial penalties arising from unavoidable cancellation of discount tickets. Additional accommodation and meal expenses are permitted when more extensively discounted air fares are available which require an earlier departure and/or return date (i.e. weekend) and the additional discount more than offsets the other additional travel expenses.
- b) When air travel is the most economical, time and effective means of transportation, persons choosing to use a personal vehicle must travel on their own time, except to the extent of work time that would have otherwise been devoted to air travel. Reimbursement during travel shall not exceed the lesser of: the cost of the least expensive airfare available; or the actual kilometre charges (i.e. there shall be no additional reimbursement for accommodations and meals during the travel period.
- c) Business/First class travel may be used if: a less expensive seat is not available and a delay in arrival is not acceptable; the Municipality's representative is officially accompanying a person travelling by business class; or for any flight in excess of eight (8) hours duration.

### 9.5. Departure Times

- a) If a Council member or Employee is able to travel by vehicle to a meeting, conference or function, only travel expenses for 2 hours plus the travel time (based on distance)

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before registration will be accepted.

## **10. INSURANCE**

- 10.1. The Municipality does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles. Persons using privately owned vehicles for municipal business travel are responsible for ensuring: the vehicle is properly insured for such use; compliance with all relevant statutory requirements; and payment of insurance premiums.

## **11. MILEAGE**

- 11.1. The mileage allowance reimbursed for Council members and Employees using personal vehicles for travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum mileage or mileage rate for its employees and the Council member shall be expected to take the most direct route of travel reasonable possible. Where several Council members and Employees attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

## **12. ACCOMMODATION EXPENSES**

- 12.1. Council members and Employees are expected to participate in the Federal Government's agreed maximum Hotel Room Rate Program or the Conference Attendee Rate. Under this program Provincial and Municipal employees are entitled to special accommodation rates negotiated by the Central Travel Service of the Government of Canada. The government rate should be requested at the time of booking and be confirmed before direct billing.
- 12.2. Council members and Employees shall be expected to book accommodations no more than one (1) night before or after the meeting, conference or function, as dictated by a combination of the meeting, conference or function's schedule and travel time to return home. As stated in 9.4 a), additional accommodation is permitted when more extensively discounted air fares are available which require an earlier departure and/or return date (i.e. weekend) and the additional discount more than offsets the other additional travel expenses.

## **13. LIMITS ON REIMBURSABLE EXPENSES**

- 13.1. Notwithstanding any other provision of this Policy, the following limits shall apply to reimbursement of expenses:
- a) Air travel shall be booked by municipal staff in advance to obtain discounted rates or shall be reimbursed at the lowest rate which would have been available if municipal staff had booked the airfare.
  - b) Hotel accommodation shall not exceed the highest discounted rate as offered by the meeting, conference or function or the special government accommodation rates negotiated by the Central Service of the Government of Canada.

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- c) Meals shall not exceed \$15 for breakfast, \$20 for lunch and \$25 for supper except in the case of out of province travel, in which event the CAO may authorize reimbursement of meal expenses to a comparable standard with the submission of receipts.
- d) Reimbursement of only one personal long-distance call shall be permitted for each night of overnight travel.
- e) Any council or staff who book flights or hotels themselves might be limited in their reimbursement amounts.
- f) The cost of any alcoholic beverages shall not be reimbursed or included with a meal expenses claim.

#### **14. MULTIDAY CONFERENCE LOSS OF WAGES PAYMENT**

- 14.1. In the event a Council member loses wages due to their attendance to a multiday conference, they would be eligible for a \$250 loss of wages payment.
- 14.2. Proof of loss of wages must be provided to the CAO before payment.
- 14.3. The loss of wages payment is a taxable benefit and will be recorded as such.

#### **15. ACCOMPANIMENT OF SPOUSE OR PARTNER**

- 15.1. Members of Municipal Council and Employees may be accompanied by their spouse/partner or a guest while attending the Union of Nova Scotia Municipalities (UNSM) annual conference but will not be reimbursed for additional conference registration fees and additional accommodation costs, if any. This also applies to members of Municipal Council and Employees attending the Federation of Canadian Municipalities (FCM) annual conference, except that no reimbursement will be provided for the cost of airfare for the spouse or guest. This also applies to the CAO with respect to attendance at the annual conference of the Association of Municipal Administrators of Nova Scotia (AMANS), and, if the Executive Committee has authorized the CAO to attend, with respect to the annual conference of the Canadian Association of Municipal Administrators (CAMA) or International City/County Management Association (ICMA).
- 15.2. The spouse/partner or one guest may accompany a Council member or Employee receiving an award, certificate or diploma at the annual conference of a municipal association and the Council member or Employee will be reimbursed for additional conference registration fees, meal allowances and additional accommodation costs, if any. Similarly, the spouse/partner or guest may accompany an employee authorized to attend an employer sponsored pre-retirement seminar and the employee will be reimbursed for additional seminar fees, meal allowances and additional accommodation costs, if any.

#### **16. TRAVEL ADVANCES**

- 16.1. The CAO, or someone delegated to act on the CAO's behalf, may approve a Council

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member's or Employee's request for an advance to cover the anticipated expenses of an authorized municipal trip. Within thirty (30) days of the completion of a trip for which a travel advance was made, the employee must account for the advance by submitting a travel expense claim for allowable expenses and by remitting any balance in excess of the expenses actually incurred and claimed. If the advance has not been accounted for within the prescribed time limit, the Director of Finance may deduct the balance owing to the Municipality from any sum of money that may be due and payable by the Municipality to that Council member or Employee.

### **17. USE OF FORM REQUIRED**

17.1. Expense claims must be submitted on the form provided from time to time by the Municipality and shall be signed by the Council member or Employee.

### **18. CAO APPROVAL AND APPEAL**

18.1. The CAO may reject any reimbursement claim he deems unreasonable or not in compliance with this Policy, but a Council member shall have a right of appeal to Council and an Employee shall have a right of appeal to the Warden.

### **19. SPECIAL CLAIMS**

19.1. Council by ordinary resolution, may approve reimbursement of expense claims which do not comply with the requirements of this Policy, except that no variance shall be allowed in respect of section 3.

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**SCHEDULE A**

**TRAVEL EXPENSE CLAIM FORM**

DRAFT

<u>Chief Administrative Officer's Annotation for Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider [7 days minimum]: April 17, 2019	
Date of Passage of Current Policy:	
I certify that this Policy was adopted by Council as indicated above.	
_____ Warden	_____ Date
_____ Chief Administrative Officer	_____ Date