

Town of Truro – Policy & Procedure Manual

Subject:	Travel, Meal and Miscellaneous Allowances Policy
Policy Number:	P100-023
Approval Date:	December 5, 2016
Departments:	All Departments

POLICY STATEMENT

It is the policy of the municipality to reimburse elected officials, municipal employees and outside committee members for travel, meal and other approved expenses associated with travel when on approved municipal business.

DEFINITIONS

Municipal Business – any legitimate conduct of business for the purposes of the governance and administration of the municipality which includes, but is not limited to:

- A function, meeting, seminar, or conference associated with any Provincial or Federal Government department or agency;
- A function sponsored by a training or educational institution;
- 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;
- Meetings with representatives of other municipal units;
- Trips to and from locations outside the municipality for securing supplies or services for work related purposes, or consulting with other groups or individuals;
- Travel by recreation and tourism staff relating to municipality sponsored recreation and tourism programming.

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.

MILEAGE RATE

Travel will be reimbursed at the rate set out in the Standard Operating procedures related to Travel, Meal and Miscellaneous Allowances and will cover a distance from Truro, or lesser distance, direct to the required destination and return.

MEAL EXPENSES

The Town of Truro will reimburse for meals based on the rates set out in the Standard Operating procedures related to Travel, Meal and Miscellaneous Allowances.

