



## Town of Conception Bay South Policy Manual

**Title: Unionized Employee Travel Policy**  
**Policy Number: 010**

**Resolution Number: 15-140**  
**Date Approved: April 7, 2015**

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### **PURPOSE:**

To define what expense items are to be reimbursed, in advance or upon return from travel outside of the Northeast Avalon that is required by a unionized employee to conduct business for the Town of Conception Bay South.

### **AUTHORITY:**

- Section 99 of the *Municipalities Act, 1999*
- Council discretion

### **PROCEDURE:**

All requests for travel will be submitted to the applicable Department Head for approval. The request will then be sent to the Town Manager/Clerk for approval.

### **EXPENSES:**

When travel is required outside of the Northeast Avalon by a unionized employee, the Town of Conception Bay South will reimburse the following items of expense:

- Registration Fees
  - Receipt required.
- Transportation

The following transportation will be approved based on the most economical means available:

- Airfare: Airfare will be approved based on the most economical airfare available. Receipt required. There will be no reimbursement for individuals utilizing travel points.
- Use of Vehicle: As per Government of Canada rate per km.
- Taxi or Shuttle: Taxi or shuttle fare will be reimbursed. These expenses will only be for travel to and from an airport or between the accommodations and the event. (conferences, conventions, seminars and meetings).



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- Accommodation
    - Receipt required for commercial accommodation
    - Reasonable personal and business telephone calls as receipted
    - All other expenses incurred on the hotel invoice will be the responsibility of the individual traveling. (Pay Per View, alcohol, etc.)
    - A maximum of \$40 per day will be reimbursed for non-commercial accommodations. No receipt required.
  
  - Overnight Travel
    - Per Diem
      - funds may be paid in advance by providing a minimum of ten (10) working days notice prior to travel.
      - Per Diem will be paid for days traveling to and from destination.
      - No receipt required.
      - \$50 (Canadian Funds) Travel within Canada
      - \$50 (U.S. Funds) Travel to the U.S.
      - \$35 (Canadian Funds) Travel within Canada (if meals are included with registration)
      - \$35 (U.S. Funds) Travel to the U.S. (if meals are included with registration)
      - A per diem will be provided and is intended to include the following items of expense:
        - All meals including breakfast, lunch, dinner and snacks/refreshments
        - Other incidentals
  
  - Day Trips
    - \$10 per meal required
      - Breakfast will be included if travel prior to regular working hours is required.
      - Dinner will be included if travel after regular working hours is required.

The expenses listed above are to be submitted on the Town's Travel Expense Claim form.

Should these expenses be paid for on a Town owned credit card or if the method of travel is a town owned vehicle, the employee will not be reimbursed for this expenses.



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### **REVISION HISTORY:**

<b>Revision:</b>	<b>Resolution #:</b>	<b>Change Made:</b>	<b>Date:</b>
01	09-505	Change: Use of Vehicle from \$0.40 to "as per Government of Newfoundland and Labrador rate per km" in the "Expenses" "Transportation" section.	December 15, 2009
02		Change: Use of Vehicle from "as per Government of Newfoundland and Labrador rate per km" to "as per Government of Canada rate per km" in the "Expenses" "Transportation" section.	