



## Town of Conception Bay South Policy Manual

**Title: Council and Management Travel Policy**  
**Policy Number: 004**

**Resolution Number: 15-139**  
**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 that is required by a member of Council or Management to conduct business for the Town of Conception Bay South.

### **AUTHORITY:**

- Section 205 of the *Municipalities Act, 1999*
- Section 7 of the *Municipal Councillor Remuneration and Reimbursement Regulations, 2001* under the *Municipalities Act, 1999*

### **PROCEDURE:**

All requests for travel will be submitted to the Financial & Administrative Services Committee for consideration and recommendation to Council. A resolution of Council, including the cost of travel, is required prior to the anticipated departure date for members of Council.

### **EXPENSES:**

When travel is required by a member of Council or Management, the Town of Conception Bay South will reimburse the following items of expense:

- **Registration Fees**
  - Receipt required. Spouse/Guest registration may be included.
- **Transportation**

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

- Airfare: Receipt required. There will be no reimbursement for individuals utilizing travel points.
- Use of Vehicle: As per Government of Canada rate per km.
- Rental Car: Car rental expenses will be reimbursed if travel is required to and from an airport or between the accommodations and the event. (conferences,



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conventions, seminars and meetings). Receipt required.

- Taxi or Shuttle: Taxi or shuttle fare will be reimbursed if a car has not been rented. These expenses will only be for travel to and from an airport or between the accommodations and the event. (conferences, conventions, seminars and meetings).

- **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.

- **Per Diem**

- 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.
- \$75 (Canadian Funds) Travel within Canada
- \$75 (U.S. Funds) Travel to the U.S.
- 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

The expenses listed above are to be submitted on the Town's Travel Expense Claim form within twenty-one (21) days upon return. Each member of Council or Management is responsible for submitting their own travel claim.

Consideration may be given to any other expense not included above with a detailed explanation and a receipt.

If the additional expense is for a meal, the names of those in attendance are required and will be reimbursed from the appropriate account. A receipt is also required.

Expenses incurred by the spouse of the member of Council or Management shall not be reimbursed by the Town of Conception Bay South.



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Should these expenses be paid for on a Town owned credit card, the amount must be deducted on the Travel Expense Claim form.

Any expenses that had been prepaid to the member of Council or Management or paid for on a Town owned credit card that are not covered under this policy must be repaid to the Town of Conception Bay South immediately. In the event that the reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment.

Any expenses incurred by a member of Council or Management, either covered under this policy or otherwise, without the required receipt will not be reimbursed. If the expense was prepaid or charged to a Town owned credit card, it must be repaid to the Town of Conception Bay South immediately. In the event that the reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment.

## **REVISION HISTORY:**

<b>Revision:</b>	<b>Resolution #:</b>	<b>Change Made:</b>	<b>Date:</b>
001	07-455	Remove "outside of the Northeast Avalon" from the sections "Purpose" and "Expenses"	November 6, 2007
002	09-477	Add "within twenty-one (21) days upon return" to the "Expenses" section as it pertains to the Travel Claim Form. Each member of Council or Management is responsible for submitting their own travel claim.  Change "account 4365-1010" to "the appropriate account" in the "Expenses" section.	December 1, 2009



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		<p>Add "Any expenses that had been prepaid to the member of Council or Management or paid for on a Town owned credit card that are not covered under this policy must be repaid to the Town of Conception Bay South immediately. In the event that the reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment" to the "Expenses" section.</p> <p>Add "Any expenses incurred by a member of Council or Management, either covered under this policy or otherwise, without the required receipt will not be reimbursed. If the expense was prepaid or charged to a Town owned credit card, it must be repaid to the Town of Conception Bay South immediately. In the event that the reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment" to the "Expenses" section.</p> <p>Change: Use of Vehicle from \$0.40 to "as per Government of Newfoundland and Labrador rate per km" in the "Expenses" "Transportation" section.</p>	
003	14-266	Add: "for members of Council" following... A resolution of Council, including the cost of travel, is required prior to the anticipated departure date.	July 15, 2014
004		Change: Use of Vehicle from "as per Government of Newfoundland and Labrador rate per km" in the "Expenses" "Transportation" section to "as per Government of Canada rate per km".	