

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.8.1
Section Travel Allowances & Other Expenses	Subject Travel and Expenses Policy	

1. APPLICATION

It shall be the policy of the Municipality of the County of Annapolis to compensate elected officials (including warden, deputy warden, and municipal councillors), non-councillor designates (including citizen appointees and other committee designates / representatives) and municipal employees for reasonable expenses incurred when participating in activities related to council / municipal business provided that appropriate prior authority is obtained in accordance with this policy. . This policy applies for all travel and expenses except as provided under other municipal policies; *i.e., AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy.*

2. AUTHORITY

Section 23 of the *Municipal Government Act*, as amended

3. TERMS OF POLICY

- 3.1 Any person authorized to travel for the benefit of the municipality and for the purposes of municipal business is expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved.
- 3.2 If an elected official, designate or employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official or employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.
- 3.3 An employee’s place of work shall be considered the starting point and point of return of any trip, unless the employee leaves from and/or returns directly home and the distance travelled is less.
- 3.4 An elected official’s / designate’s residence shall be considered the starting point and point of return of any trip, unless he / she leaves directly from another location and the distance travelled is less.
- 3.5 When two or more elected officials and / or designates and / or employees are attending the same seminar, convention or meeting, car pooling shall be practised whenever possible.

4. SPECIFIC REQUIREMENTS

- 4.1 The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration, and direct travel expenses for elected officials / designates –in accordance with current policies for attendance at meetings, conferences and municipally-related activities subject to approved budgets and prior approval of Municipal Council. Councillors may participate in two events per year (April 1 – March 31), apart from FCM which is by policy, and UNSM (which is different when local).
- 4.2 Where an elected official, designate or employee is chosen by municipal council or the CAO as a representative of the municipality to any organization, he / she is entitled to either reimbursement of expenses by the organization or by the municipality; however, if the he / she chooses to be reimbursed by the municipality, any reimbursement to which that designated representative is entitled from the organization shall be paid to the municipality. In no circumstance shall the chosen representative receive reimbursement by both the organization and the municipality.

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- 4.3 The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-county conferences and municipally-related activities subject to prior approval by CAO / Director / Manager / Supervisor in accordance with approved budgets and Standard Operating Procedures.
- 4.4 Employees authorized to travel may submit a claim for reimbursement of travel expenses for actual travel while engaged in the performance of duties or on the municipality's behalf, in accordance with the guidelines and schedules herein.
- 4.5 Travel advances for elected officials, designates or employees are subject to the approval of the CAO or in his / her absence, the Director of Corporate Services. Approved travel advance claims shall be submitted to the Accounts Payable Clerk at least five working days prior to the departure date. Within thirty (30) days of the completion of a business trip for which a travel advance was made, the elected official / appointee / 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 Accounts Payable Clerk will deduct the balance owing to the municipality from any sum of money that may be due and payable to that elected official / designate / employee.

All travel claims must be signed by the person making the claim and approved for payment by the employee's supervisor, by the employee's service group manager or by the CAO; with respect to elected officials / designates, all travel claims must be approved by the warden. All claims made later than 45 days after the completion of a business trip require the approval of the CAO.

- 4.6 An elected official, designate or employee who plans to attend out-of-town conferences / municipally related activities shall be solely responsible to co-ordinate all registrations, bookings, schedulings, cancellations and other arrangements to be paid for by the municipality. Assistance may be provided by the Municipal Clerk. This will provide the municipality with a preferred level of service at competitive rates. However, the final responsibility for all matters related to out-of-town municipal activities shall be the responsibility of the individual.
- 4.7 Members of Municipal Council and the CAO may be accompanied by their spouse or a guest while attending the Union of Nova Scotia Municipalities (UNSM) annual conference and be reimbursed for additional conference registration fees and additional accommodation costs, if any. This also applies to the two members of municipal council selected to attend 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), the Canadian Association of Municipal Administrators (CAMA) or International City/County Management Association (ICMA).

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4.8 The spouse or one guest may accompany a municipal employee receiving an award, certificate or diploma at the annual conference of a municipal association and the employee will be reimbursed for additional conference registration fees, meal allowances and additional accommodation costs, if any. Similarly, the spouse may accompany an employee authorized to attend an employer sponsored pre-retirement seminar (1 occasion only). The employee will be reimbursed for additional seminar fees, meal allowances and additional accommodation costs, if any.

4.9 Elected officials, designates or employees who register for conferences, courses, seminars or municipally related activities that result in fees / costs and do not attend shall be responsible for any and all costs incurred by the municipality except if attendance was not possible / practical for the following reasons:

- illness (personal or immediate family);
- weather conditions;
- travel emergencies;
- municipal emergencies / urgencies;
- other reasons as approved by municipal council.

From time to time, there may be instances where there are conflicting opinions as to the acceptability of specified expenses between the claimant and authorizing personnel. These matters shall be referred to Chief Administrative Officer for direction.

4.10 For expenses not billed directly to the municipality, all lodging, meals, parking fees and other incidental expenses will be reimbursed upon submittal to the Accounts Payable Clerk on the proper “Expense Claim” form along with receipts.

4.11 Claims for per diem meal allowance or personal vehicle kilometric allowance shall be submitted to the Accounts Payable Clerk on the proper “Expense Claim” form but do not require receipts. Such claims shall be paid in accordance with rates as set forth in *Appendix A* and *Appendix B*, as may be amended by resolution of municipal council from time to time. All claims must be approved by an employee’s supervisor or in the case of an elected official or designate by the warden.

No additional allowances are payable for carrying passengers and two or more persons travelling during the same time period to the same destination should car pool to the greatest extent appropriate or practical in the circumstances.

4.12 The municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles. Person(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring: the automobile(s) is properly insured for such use; compliance with all relevant statutory requirements; and payment of insurance premiums.

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APPENDIX A

KILOMETRIC ALLOWANCE

Effective April 1, 2014:

- 51¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

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APPENDIX B

MEAL ALLOWANCES

Effective January 1, 2015:

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| <i>• breakfast (between 12:00 a.m. and 12:00 noon)</i> | <i>\$15.00</i> |
| <i>• lunch (between 12:00 noon and 5:00 p.m.)</i> | <i>\$20.00</i> |
| <i>• dinner (between 5:00 p.m. and 12:00 midnight)</i> | <i><u>\$30.00</u></i> |
| | <i>\$65.00</i> |