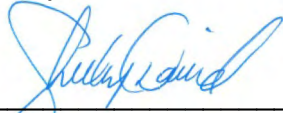


Title: Travel and Expense Policy

Approved by Council
Policy Review Notification
Policy Review

Date: February 24, 2026
Date: January 12, 2026
Date: February 10, 2026

I certify this to be a true copy of the **Travel and Expense Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held February 24, 2026.



Shelley David, Municipal Clerk

1. Purpose

1.1. The purpose of this Policy is to outline the process for pre-approving, approving, and reporting travel and related expenses in accordance with the Municipal Government Act (MGA), the Municipal Financial Reporting and Accounting Manual (FRAM), and the NSGEU Local 161 Collective Bargaining Agreement.

2. Scope

- 2.1. This Policy applies to all reportable individuals, unionized and non-unionized municipal employees, and citizen appointees to ABCCs who incur approved travel and related expenses while performing official municipal duties, whether within or outside the Municipality of the County of Richmond (MOCR). This includes travel for meetings, site visits, training sessions, conferences, or other work-related activities approved in accordance with this policy.
- 2.2. Non-unionized employees are governed by this Policy. Where this Policy does not specify applicable rates, limits, or procedures, the provisions of the NSGEU Local 161 Collective Bargaining Agreement shall be used as the guiding standard.

3. Definitions

- 3.1. "ABCC" means Agencies, Boards, Commissions, and Committees, including those established by Council and those that are external.
- 3.2. "Local Travel" means travel within Richmond County, including Port Hawkesbury.

- 3.3. “Non-Local Travel” means travel outside of Richmond County and Port Hawkesbury.
- 3.4. “Reportable Individuals” means members of Council, the Chief Administrative Officer (CAO), and any employees delegated the responsibilities or powers of the CAO under Section 29(b) of the MGA.
- 3.5. “Signing Authority” means the authorizing personnel responsible for pre-approving travel and approving the related expense claims. The table below shows the Signing Authority for each position:

Position	Signing Authority
Warden	CAO
Member of Municipal Council	Warden and CAO – pre-approval CAO – expense claim approval
CAO	Warden
Director	CAO
Municipal Employees	The Department Director or CAO

4. Roles and Responsibilities

- 4.1. Municipal Council will be responsible for reviewing, amending, and adopting the Travel and Expense Policy.
- 4.2. The CAO will be responsible for implementing and administering this Policy.
- 4.3. Signing Authorities will be responsible for pre-approving travel and approving expense claims in accordance with this Policy.
- 4.4. The Finance Department will be responsible for providing advice and assistance to Municipal Council and the CAO regarding the application of this Policy, monitoring travel expenses for appropriate use and consistency with Policy directive, and processing travel expense claims.

5. Policy Guidelines

- 5.1. All travel and related expense claims must be submitted using the Municipality’s official Travel and Expense Claim Form, which is available on the MOCR SharePoint site.
- 5.2. All requests for travel must have a justifiable MOCR purpose and be within the parameters of the current budget to be approved and reimbursed. All travel requests must be pre-approved by the Signing Authority, who shall consider the necessity for travel based on the information provided on the claim form under the title “Purpose of Travel”.

- a) Travel that exceeds budgetary limits shall require Municipal Council approval in advance of travel.
 - b) For Local Travel that is part of an employee's routine duties related to their assigned position with the Municipality, does not require pre-approval; the submission of a Travel and Expense Claim Form, along with any receipts, serves as confirmation of approved travel.
 - c) For Local and Non-Local Travel that is part of a member of Council's routine duties to attend ABCC meetings to which they are appointed, or attend as an ex officio, does not require pre-approval; the submission of a Travel and Expense Claim Form serves as confirmation of approved travel.
 - d) A Signing Authority is prohibited from pre-approving or approving travel and related expenses on their own behalf.
- 5.3. When multiple requests for travel for the same purpose are submitted, it will be determined how many representatives are required to attend on behalf of MOCR.
- a) Should a member of Council have a disagreement regarding their request for travel, the request will be reviewed with the Warden.
 - b) Council will be advised, where possible, of who is travelling.
- 5.4. Travel expenses for accommodations shall only be reimbursed if the traveler cannot reasonably be expected to commute to or from a function due to an early start, late finish, or adverse weather conditions.
- 5.5. When an accommodation provider cannot be set up for direct billing, the municipal corporate credit card may be used to secure the booking. Only expenses eligible under this Policy may be charged to the Municipality.
- 5.6. Expense claims begin at a departure and arrival time that is reasonable for the travel required. Legitimate reasons for earlier/later departure/return should be documented on the Travel and Expense Claim Form and discussed with the designated Signing Authority.
- 5.7. It is expected that when attending a conference, in order to be eligible for reimbursement of expenses, 80% of the conference sessions be attended. If this is not possible, it should be discussed with the signing authority in advance of attendance.



- 5.8. Persons using privately owned automobiles for municipal business travel are responsible for ensuring that the vehicle is properly insured for such use, that all relevant statutory requirements are complied with, and that insurance premiums are paid. The responsibility for insurance is entirely that of the privately owned vehicle’s user/owner. The Municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles.
- 5.9. Shared vehicle use is not mandatory but is encouraged; only one traveller may claim mileage reimbursement per vehicle. Individuals who use their personal vehicle for shared business travel must carry a minimum of two million dollars in liability insurance coverage, including coverage for business use.
- 5.10. The Municipality of the County of Richmond does not provide travel or related expense advances. All reimbursements must be based on actual expenses incurred and supported by the required documentation or applicable per diem allowances, as outlined in this Policy. Advances will not be issued in lieu of reimbursement.

6. Travel and Related Expenses

6.1. Accommodations

Item	Direct Billing	Credit Card	Reimbursement	Required Receipt	Notes
Room reservations • Are arranged by designated Departmental Staff.	x				Billed directly to the Municipality.
• If direct billing is not available.		x			Subject to Corporate Credit Card Sign-out Procedures.
• In situations where the cost cannot be directly billed or charged to the corporate credit card.			x	x	Reimbursed at actual cost.
Private Accommodations			x		Per overnight stay. See Schedule A.
Incidentals			x		Pier Diem See Schedule A
Parking, taxis, and tolls			x	x	Reimbursed at the actual cost incurred



Valet Parking			Ineligible		An exception may apply if it is the only option.
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6.2. Meals

Item	Direct Billing	Credit Card	Reimbursement	Receipt	Notes
• Travel through meal times as outlined in Schedule A			x		Per diem allowance, see Schedule A
• International travel through meal times as outlined in Schedule A			x		Per diem; reimbursed at the exchange rate at the time of travel.
• Meals that are provided free of charge or included in registration fees paid directly by the Municipality.			Ineligible		Exceptions may apply (i.e., Food allergies). Agendas must be included in the expense claim.
• Meal expenses that exceed the per diem allowance.			Ineligible		Required pre-approval. It may be considered in exceptional cases, i.e., food allergies.

6.3. Vehicle Use/Air Travel

Item	Direct Billing	Credit Card	Reimbursement	Receipt	Notes
• Personal vehicle use for Local and Non-Local Travel			x		Employees are to be reimbursed as per the CBA.
					Members of Council and ABCC-appointed members are reimbursed at the current Provincial km rate for return travel from their place of residence.
• Out-of-province travel, cost comparison required			x	x	Reimbursement is typically the lesser of : (i) economy airfare + airport parking + ground transport, OR (ii) mileage at Provincial rate.



6.4. Registration Fees for Conferences and Other Events

Item	Direct Billing	Credit Card	Reimbursement	Receipt	Notes
Registration <ul style="list-style-type: none"> Is arranged by designated Departmental Staff 	x				Billed directly to the Municipality.
<ul style="list-style-type: none"> If direct billing is not available 		x			Subject to corporate credit card sign-out procedures.
<ul style="list-style-type: none"> When direct billing and corporate credit card use are not possible. 			x	x	Reimbursement at the actual cost incurred.

7. Exclusions

- 7.1. Alcohol purchases are not an eligible expense and will not be reimbursed.
- 7.2. MOCR is not responsible for the cost of travel, lodging, meals, registration, etc., of spouses when they are accompanying the elected or appointed officials to meetings, seminars, conferences, training sessions, etc., unless specifically authorized by Municipal Council.

8. Preapproval

- 8.1. The Signing Authority may request additional information or justification to assess the necessity and appropriateness of the proposed travel.
- 8.2. Preapproval may be withheld if the travel request is deemed unnecessary, non-compliant with this policy, or exceeds budget limits.

9. Submission/Approval of Travel and Expense Claims

- 9.1. A completed and signed Travel and Expense Claim Form must be submitted to the appropriate Signing Authority within 60 days after return.
- 9.2. All claims must include the required documentation. For meetings of Council and Council-established ABCCs, an agenda is not required, as these are available online. For all other meetings, conferences, or events where no agenda or documentation is available, the following details must be provided on the claim form or in a short written report:
 - a) Purpose of the meeting
 - b) Date and location

- c) Start and end time
 - d) Participants
 - e) Brief summary of discussions
- 9.3. Itemized receipts are required for all expenses except per diem meal allowances and personal vehicle mileage for authorized travel.
- 9.4. For Non-Local Travel, a copy of the advance approval from the Signing Authority(s) is required.
- 9.5. The Signing Authority must ensure that the expenses are consistent with this Policy and are supported by receipts.
- 9.6. A signing authority may request additional explanations, documentation, or justification from the claimant and may refuse to approve any expense items claimed that are deemed unreasonable or non-compliant with this Policy.
- 9.7. A Signing Authority may not approve expense claims submitted on the behalf of others.

10. Disagreement Resolution

- 10.1. Where there is disagreement as to the acceptability of specified expenses between the claimant and the authorizing personnel, the matter shall be referred to the CAO, Warden, or Director of Finance for resolution.

11. Adjustments and Overpayments

- 11.1. Any adjustments noted after a claim has been approved and paid will be indicated on the Travel and Expense Claim Form and initialed by the claimant. Any payment for adjustments of an over/underpayment will be reconciled on a subsequent claim. Adjustments may also be made before payment is issued.

12. Fraud, Misuse, or Misappropriation of Municipal Funds

- 12.1. Suspicious activity and potential misuse of funds must be reported immediately to the CAO. If such activity relates to the CAO, it must be reported immediately to the Warden.
- 12.2. Fraudulent irregularity, misuse, or misappropriation of municipal funds may result in disciplinary action.

13. Reporting Requirements

- 13.1. Municipal Staff shall prepare and publish a quarterly summary of travel expenses with supporting documentation on the Richmond County website

within 90 days of the end of each fiscal quarter.

13.2. Municipal Staff shall prepare an annual summary report of travel expenses for reportable individuals and file it with the Minister by September 30th.

14. Review Requirements

14.1. The Audit Committee shall review the annual Summary of Travel Expenses for Reportable Individuals annually.

14.2. By January 31st, immediately following a regular election held under the Municipal Elections Act, Council shall review this Policy and, following a motion by Council, either re-adopt the Policy or amend the Policy and adopt the Policy as amended.

15. Repeal and Replace

15.1. This Policy replaces the Travel and Expense Policy re-adopted on January 28, 2025.

16. List of Schedules

16.1. Schedule A: Approved Travel Rates

17. Related Documents

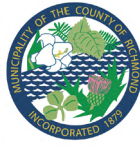
17.1. Municipal Financial Reporting and Accounting Manual (FRAM)

17.2. Nova Scotia Municipal Government Act (MGA)

17.3. MOCR Credit Card Policy

18. Review and amendment schedule:

Date of Review	Approved/Amended by Council
Nov. 24, 2025, Jan.12, Feb 4., Feb.10, 2026	Feb. 24, 2026 (amended/adopted)
Jan. 14, 2025	Jan. 28, 2025 (re-adopted)
Oct. 10, 2023	Oct. 23, 2023 (amended/adopted)



Travel and Expense Policy Schedule A: Approved Travel Rates

1. Approved Travel Rates

Category	Rate/Reference	Condition/Notes
Travel	Provincial rate (per km)	Personal Vehicle
Meals (per day)		
Breakfast	As per CBA	When travel starts before 7:30 a.m.
Lunch	As per CBA	When traveling away from home base, (11:30 a.m.-1:00 p.m.)
Dinner/Supper	As per CBA	When travel prevents return to home base before 6:00 p.m.
Private Accommodations	\$40.00	Per overnight stay
Incidentals	As per CBA	Per overnight stay

2. Related Documents

2.1. [NSGEU Local 161 Collective Agreement](#)