



Title **Travel and Expense Policy**

Approved by Council

Date: October 23, 2023

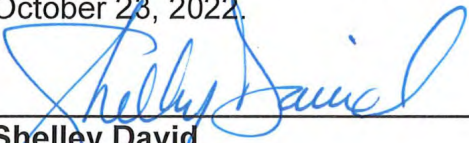
Policy Review Notification

Date: September 11, 2023

Policy Review

Date: October 10, 2023

I certify this to be a true copy of the **Municipal Travel and Expense Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held October 23, 2022.



Shelley David
MUNICIPAL CLERK

1. Policy Statement

The Municipality of Richmond County wishes to establish and maintain an orderly system for the administration and control of Council and Employee Travel and Expense.

2. Objective

To ensure uniform standards and procedures respecting Council and Employee Travel and Expense Claims, in our combined efforts and desire to entrench accountability in our process.

3. Responsibility

a) **Municipal Council's Responsibilities**

Municipal Council will:

- i. approve any and all changes to this policy and its schedules

b) **Chief Administrative Officer's Responsibilities**

The Chief Administrative Officer (CAO) will:

- i. administer the policy and procedures as outlined; and
- ii. recommend to Council, for consideration, any changes in the amount provided or manner in which it is disbursed.



4. Procedures

a) General

- i. Expenses will be provided to Council members, employees, *bonafide members and members at large* who attend approved meetings, seminars, conferences, training sessions, etc., as representatives of the Municipality.
- ii. When two or more Council members make requests for the same purpose, the CAO in discussion with the Warden shall then determine the appropriate number of persons necessary to represent the Municipality. Should a Council member have a disagreement regarding his or her request for travel, the request will be reviewed with the Warden.
- iii. All requests for travel by the CAO shall be reviewed by the Warden, who shall follow the same guidelines established for Council Members, as contained in section (ii) above.
- iv. All requests for travel by employees shall be reviewed by the CAO or appropriate supervisory Director or Manager, who shall follow the same guidelines established for Council members, as contained in section (ii) above.
- v. The Municipality of Richmond County 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 Council.
- vi. Travel must have a justifiable Municipality of Richmond County purpose and be within the parameters of the current budget in order to be approved and reimbursed. The person authorizing the travel will determine if the intended purpose is a valuable investment for the Municipality of Richmond County. All travel will be discussed with the signing authority in advance of travel to guarantee reimbursement. Municipal Council approval is required for travel that exceeds the parameters of the current budget.

- vii. 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.
- viii. Appropriate “In County” and/or “Out of County” Travel and Expense claims are to be completed and signed by the Claimant.
- ix. Where there is disagreement as to the acceptability of specified expenses between the claimant and authorizing personnel the matter shall be referred to the CAO, Warden or the Director of Finance for resolution.
- x. This Policy will consider Port Hawkesbury as “In County” Travel.

b) Out of County

The General Policy and Procedures listed above will apply to Out of County travel. In addition:

- i. When attending an “Out of County” conference or meeting where there is agenda material, the agenda must be attached to the claim form. When there is travel for the purpose of meetings or appointments where there is no agenda material, the following details must be included on the claim form or in the Written Travel Report:
 - a. Purpose of Meeting
 - b. Date of meeting
 - c. Place of meeting
 - d. Start and end time of meeting
 - e. Person(s) present at the meeting
 - f. Brief statement of discussions held
- ii. All requests for travel by member(s) of the Council shall be reviewed by the CAO and Warden who shall consider and both agree on the necessity for travel on the basis of information provided on the claim form under the title “Purpose of Travel”. The Council shall, where possible, be advised of who is travelling.

c) In County

The General Policy and Procedures listed above will apply to In County travel. In addition:

All requests for travel by employees shall be reviewed by the CAO or appropriate supervisory Director or Manager.

- i. With the exception of meetings of all elected Council members, when attending an “In County” conference or meeting where there is agenda material, the agenda must be attached to the claim form. Meetings of all elected Council members are public meetings and agendas are available online.
- ii. When there is travel for the purpose of meetings or appointments where there is no agenda material, the following details must be included on the claim form or in the Written Travel Report:
 - a. Purpose of Meeting
 - b. Date of meeting
 - c. Place of meeting
 - d. Start and end time of meeting
 - e. Person(s) present at the meeting
 - f. Brief statement of discussions held
- iii. When travel is for the purpose of work related to your assigned position with the Municipality, your expense report, Schedule ‘B’, along with any receipts will be taken as pre-approval.

d) Rates

- i. Claimable travel shall be paid in accordance with rates established by the Council. (Schedule ‘A’ attached)
- ii. A current schedule of rates should be appended to the Policy at all times.

e) Disbursements

- i. Payment shall be made upon presentation of a completed travel and expense forms (Schedule ‘B’ and ‘C’ attached).

- ii. The Warden must approve the CAO's completed travel claim form. The CAO must approve the Warden and Council's completed travel claim form.
- iii. All other staff completed claim forms must be approved by the appropriate Supervisor, Director or Manager.
- iv. To be eligible for payment, travel expense forms must be presented for approval no later than 60 days after return.
- v. Any adjustments noted after claim form has been approved and paid will be indicated on the travel claim form and initialed by the claimant. Any payment for adjustments of an over/underpayment will be reconciled on a subsequent travel claim. Adjustments may be made before the claim is paid.

f) Report

- i. On a quarterly basis, Staff shall publish, on the Richmond County website, all travel expenses submitted by Municipal Council and all employees. The posting will include a summary of travel and all supporting documentation.
- ii. All Out of County trips shall be reported by the claimant in the manner provided in (4b).

5. List of Schedules attached to this Policy

- Schedule 'A' Approved Travel Rates
Schedule 'B' In County Travel and Expense Claim Form
Schedule 'C' Out of County Travel and Expense Claim Form

This Policy replaces the following:

- Municipality of the County of Richmond Travel Expense Policy, Adopted November 25, 2019;
- Municipality of the County of Richmond Travel Expense Policy, Adopted September 25, 2017
- Expense Claims Publication Policy, Adopted December 22, 2016, repealed April 24, 2017;
- Municipality of the County of Richmond Travel Expense Policy, Adopted September 10, 2012, repealed April 24, 2017;

- Municipality of the County of Richmond Employee Policy Manual, Section 8.0, removed.

Policy Review/Amendment Schedule

This Policy was last reviewed:

Date of Review	Formally advertised and amended by Council
September 26, 2022 October 25, 2022	October 25, 2022 November 28, 2022
September 11, 2023 October 10, 2023	October 23, 2023 <ul style="list-style-type: none"> • Moved 4. Procedure a) General ii to 4. Procedure b) Out of County ii. • Replaced the word Councillor with “members of Council” • Additions underlined. 4. Procedure a) vi. Travel must have a justifiable Municipality of Richmond County purpose <u>and be within the parameters of the current budget</u> in order to be approved and reimbursed. The person authorizing the travel will determine if the intended purpose is a valuable investment for the Municipality of Richmond County. All travel will be discussed with the signing authority in advance of travel to guarantee reimbursement. <u>Municipal Council approval is required for travel that exceeds the parameters of the current budget.</u> • Additions underlined. 4. Procedure b) Out of County ii All requests for travel by member(s) of the Council shall be reviewed by the CAO and Warden who shall consider and <u>both agree on</u> the necessity for travel on the basis of information provided on the claim form under the title “Purpose of Travel”. The Council shall, where possible, be advised of who is travelling.

Next Scheduled Review is Fall of 2025.



Schedule 'A' - Approved Travel Rates

Policy Review Notification: September 11, 2023

Policy Review Date: October 10, 2023

Approved by Council: October 23, 2023

I certify this to be a true copy of **Schedule 'A' - Approved Travel Rates** of the **Travel and Expense Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held October 23, 2022.

Shelley David
Municipal Clerk

This is schedule 'A' of the Municipality of the County of Richmond "Travel and Expense" Policy. It is titled "Approved Travel Rates".

1.1 Accommodations

- i. Whenever possible, overnight accommodations will be arranged by the Administrative Office and billed directly to the Municipality. If this is not possible, the room rate will be reimbursed at the actual cost. (Receipt required).
- ii. Travel expenses for accommodations shall only be reimbursed if the traveler cannot reasonably be expected:
 - a) To travel to a function commencing early in the day
 - b) To travel at the conclusion of the function
 - c) To travel to or return from a function due to weather conditions
- iii. Should an authorized individual acquire private accommodations he/she will be reimbursed \$40.00 per/night (no receipt required).

Schedule 'A' - Approved Travel Rates

1.2 Meal Expenses

- i. Meal expenses will be compensated at the rate of:
 - a) \$20 for breakfast when travel is commenced prior to 7:30am
 - b) \$25 for lunch may be claimed when the employee is travelling
 - c) \$30 for dinner may be claimed when the employee is not expected to return to home base before 6:00pm
 - d) Meal expenses claimable for international travel will be the same as noted in this policy, however amounts will be paid in that country's currency at the exchange rate in effect during the time in question.
 - e) The Municipality may reimburse receipted costs per individual meal that exceed the meal expense to the extent that the Municipality considers the expenses claimed are reasonable and justifiable in the circumstances.
- ii. Any meal expense incurred for entertaining business associates will be reimbursed at the amount incurred. (Receipt required).
- iii. Alcohol purchases will not be reimbursed.
- iv. Meals provided free of charge or included in registration fees paid directly by the Municipality are ineligible for reimbursement (agendas to be appended to the expense claims), however exceptions may be approved by the CAO.
- v. Time of departure and return must be consistent with timing of function. Legitimate reasons for earlier/later departure/return should be documented on the claim form and discussed with the signing authority.

1.3 Vehicle Use

- i. Travel by personal vehicle inside or outside the Municipality will be reimbursed at the present Provincial rate per kilometer and will cover return travel from the employee's regular place of work or place of residence to the required destination, whichever is less. Travel outside of normal scheduled working hours shall be claimed from the employee's place of residence. Shared use is encouraged where possible (only one person per vehicle is eligible to claim).

Schedule 'A' - Approved Travel Rates

For out of province travel, reimbursement will be the lesser of:

- a) The total cost of economy airfare, airport parking, and travel to and from the airport, or
 - b) Mileage at the present provincial rate per kilometer as per section 1.3(i) Vehicle Use
- ii. 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:
- c) The automobile(s) is properly insured for such use;
 - d) Compliance with all relevant statutory requirements;
 - e) Payment of insurance premiums

The responsibility for insurance is the total responsibility of the privately owned vehicle's user/owner.

1.4 Other

- i. Incidental expenses will be reimbursed at the rate of \$10 where overnight accommodations are required.
- ii. Parking, taxis, and tolls will be reimbursed at the actual rate incurred. (Receipt(s) required).



Schedule 'C' Out of County Travel and Expense Claim Form

Travel and Expense Claim		Rate <u>\$0.5770</u>
Name of Claimant:	_____	
Destination:	_____	
Purpose of Travel:	_____	
Departure Date/Time:	_____	_____
Return Date/Time:	_____	_____
Approval to Travel : _____		
Date: _____		

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Total Mileage (# of Km): 0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cost of Mileage: \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accommodation/Hotel Name:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
Meals: Breakfast \$20						\$0.00
Lunch \$25						\$0.00
Dinner \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
Total Amount Being Claimed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Written Travel Report - Policy Requirements (Section 4. (b) i)

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended: Initial _____ N/A _____

All claims are to be submitted not later than 60 days after return.	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	_____