

# TOWN OF KENTVILLE POLICY STATEMENT G4

## TRAVEL, MEAL AND MISCELLANEOUS EXPENSES



### 1.0 PURPOSE

- 1.1 The purpose of this policy is to provide direction for reimbursement of necessary, actual and reasonable travel expenses incurred in the conduct of Town of Kentville business.

### 2.0 DEFINITIONS

- 2.1 Domestic business: Town of Kentville business, council, staff, council meetings, Town Committee meetings.
- 2.2 Non-domestic business: Committee meetings, such as Valley Waste, Kings Transit or Valley Regional Library, meetings which are held in support of another municipal entity.

### 3.0 SCOPE

- 3.1 This policy applies to all elected officials and staff of the Town of Kentville.

### 4.0 PROCEDURES

- 4.1 Travel should be planned and reservations made as far in advance as possible to take advantage of discounts provided by airline for early booking. The traveler should prepare a Travel Request Form to ensure all necessary approvals are in place prior to booking travel.
- 4.2 Prior to making travel commitments, personnel are to ensure that the travel has been budgeted and is approved:
  - 4.2.1 It is the responsibility of each employee to ensure that the appropriate approvals are in place from the Director.
  - 4.2.2 It is the responsibility of Directors to ensure that the appropriate approvals are in place from the CAO.
  - 4.2.3 It is the responsibility of each member of council to ensure that the appropriate approvals are in place from the CAO.
- 4.3 Employees and elected officials are responsible to make all travel bookings including hotel, and transportation.
  - 4.3.1 Employees and elected officials are required to use the lowest logical airfare.

- 4.3.2 The payment of airline tickets shall be made using a Town of Kentville credit card.
  - 4.3.2.1 Travel points associated with the purchase of the tickets shall be used to defray for future travel costs.
  - 4.3.2.2 Town of Kentville credit cards provide additional travel insurance for the cancellation of flights, lost baggage and medical care.
- 4.3.3 Employees and elected officials are required to use the hotels specified in the current NS government lodging guide.
- 4.4 Employee and councillor use of a personal automobile for domestic business purposes will be reimbursed for actual vehicle use based on mileage outside of Kings County.
  - 4.4.1 The authorized domestic mileage allowance rate will be set by the Town of Kentville based on the Province of NS mileage rate.
  - 4.4.2 Mileage will be calculated based on the Google Map mileage from Town Hall 354 Main Street to the destination address.
  - 4.4.3 For travel exceeding 300 kilometres, it may be more economical to rent a vehicle. If an employee or elected official elects to use their personal automobile the maximum reimbursement allowed is to be consistent with the cost of rental.
  - 4.4.4 When more than one employee or elected official are travelling to a common destination a rental car shall be used and no mileage will be paid unless prior arrangements are agreed to by the CAO.
- 4.5 Employee and councillor use of a personal automobile for non-domestic external business purposes will be reimbursed for actual vehicle use based on mileage.
  - 4.5.1 The authorized domestic mileage allowance rate will be set by the Town of Kentville based on the Province of NS mileage rate.
  - 4.5.2 Mileage will be calculated based on the Google Map mileage from Town Hall 354 Main Street to the destination address.
- 4.6 All necessary, actual and reasonable travel expenses incurred by an employee or elected official for the purpose of conducting Town of Kentville business as reported and approved in accordance with the provisions of this policy will be reimbursed.
- 4.7 Meal allowances, shall be paid on a per diem basis.

Per Diem	Canada (CDN\$)
Breakfast	\$17.00

Lunch	\$17.25
Dinner	\$45.25
Incidentals	\$17.30
Total	\$96.80

- 4.7.1 Per Diem for one day trips with no overnight stay will be the lunch allocation if returning before 6:00 pm and the lunch and dinner allocation if returning after 6:00 pm.
- 4.7.2 Full per diem can be claimed if travelling before 6:00 am and returning after 6:00 pm. After 6:00 am, Per Diem will be reduced by the breakfast allocation. After 12:00 pm per diem will be reduced by the lunch allocation. If travel commences after 6:00 pm no Per Diem can be claimed.
- 4.7.3 Per Diem is reduced for each business conference meal provided, including meals provided by host organizations or other parties.
- 4.7.4 Incidentals may only be claimed if staying overnight, after the second night.
- 4.7.5 Specific high cost destinations will be addressed by the CAO on a case by case basis and authorized prior to travel planning.
- 4.8 Employees and elected officials may claim all registration fees and/or course enrolment fees as an expense.
- 4.9 The consumption of alcoholic beverages on Town of Kentville time, in connection with Town of Kentville business or in a manner that would influence the performance of tasks, responsibilities is generally prohibited. Under no circumstances are alcoholic beverages to be expensed.
- 4.10 For business entertainment, the cost of meals provided to customers must be reasonable and a receipt shall be provided for re-imbursement. Alcoholic beverages shall not be expensed.
- 4.11 In some cases there may be a social requirement for the purchase or expensing of alcoholic beverages. In all cases the expense shall be itemized as alcoholic beverage and only the original receipt is acceptable, a credit card statement or stat declaration shall not be acceptable receipts. The expensing shall be authorized by the appropriate level as directed at paragraph 4.2 in accordance with Town of Kentville Hospitality Policy.
- 4.12 When out-of-pocket expenses are anticipated to exceed \$200, an advance amounting to 75% of the costs, may be paid to the individual traveling on Town business, if deemed necessary by the CAO and the Department Head.

- 4.13 Personal charges (i.e. in-room movies, bar fridge, etc.) shall not be expensed to the Town.
- 4.14 When individuals travel on Town business, additional miscellaneous expenses may be incurred. Items such as ground transportation, laundry and dry cleaning (where length of stay exceeds 3 days), parking, tips, etc. may be eligible for reimbursement.
- 4.15 Travel expenses incurred in foreign currency, must be converted by the traveler to equivalent Canadian dollars based on the rate charged on the credit card or bank exchange on day of transaction.
- 4.16 The Travel Expense form must be submitted to the CAO or Department Director within twenty (20) business days of returning to the Town of Kentville.
- 4.17 All expenses incurred by Elected Officials and the CAO shall be posted on the Town of Kentville website for public access, monthly.
- 4.18 Any breach of this Policy shall be reviewed and may result in corrective or disciplinary action in accordance with Staff Procedures for employees and under the Code of Conduct for Elected Officials.

## **5.0 ASSOCIATED DOCUMENTS**

- 5.1 Schedule A: Mileage Rate
- 5.2 Schedule B: Expense Form

## **6.0 POLICY REVISION HISTORY**

Date Created: March 29, 1999  
Revisions: Travel Expenses Policy (1979 and 1991) is repealed.  
September 10, 2008.

*This policy, or portions thereof, may be superseded by a Collective Agreement.*

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Chief Administrative Officer, Dan Troke

## SCHEDULE A: KENTVILLE MILEAGE RATE

	EXPENDITURE	CURRENT REIMBURSEMENT RATE
1.	Travel (vehicle) 2022-2023	<ul style="list-style-type: none"><li>• Beyond Kings County: 0.5113 cents per km</li><li>• Beyond 300 kilometers: costs for rental vehicle (if more economical)</li></ul>

## SCHEDULE B: 2025-2026 KENTVILLE EXPENSE CLAIM

Name:					Date:				
Date	Time	Travelled From			Travelled To				
Purpose of Trip:									
Section A- Calculation of Per Diem (Actual costs to be reported on Per Diem line)									
Date									Total
Breakfast, \$17.00									\$0.00
Lunch, \$17.25									\$0.00
Supper, \$45.25									\$0.00
*Carried Over to Per Diem									\$0.00
Expenses									
Mileage Rate	0.5932	Domestic Expenses	US/Foreign Expenses		Exchange Rate	US/Foreign to CAD		Total	
Mileage		\$ -						\$ -	
Parking/Tolls		\$ -	\$ -			\$ -		\$ -	
Telephone/Internet		\$ -	\$ -			\$ -		\$ -	
Hotel		\$ -	\$ -			\$ -		\$ -	
Incidentals, \$17.30/full day		\$ -	\$ -			\$ -		\$ -	
Taxi/Shuttle etc.		\$ -	\$ -			\$ -		\$ -	
Laundry		\$ -	\$ -			\$ -		\$ -	
Gas		\$ -	\$ -			\$ -		\$ -	
Per Diem (from Section A)*		\$ -	\$ -			\$ -		\$ -	
Conference Fee		\$ -	\$ -			\$ -		\$ -	
Other Exp**		\$ -	\$ -			\$ -		\$ -	
Air/ Rail Fare Paid		\$ -	\$ -			\$ -		\$ -	
Auto Rental Paid		\$ -	\$ -			\$ -		\$ -	
TOTAL EXPENSES		\$ -	\$ -					\$ -	
PREPAID EXPENSES	Subtract from total expenses							\$ -	
VISA EXPENSES	Subtract from total expenses							\$ -	
CASH ADVANCE	Subtract from total expenses							\$ -	
OTHER DEBITS	Subtract from total expenses							\$ -	
TOTAL EXPENSES TO BE PAID TO CLAIMANT								\$ -	
Claimant - Signature & Print Name									
CAO or Dept. Head Approval - Sign & Print									
Finance Approval - Sign & Print									
Signatures certify that the expenses were incurred in the performance of Council and/or Town of Kentville Business									
Finance Office Use Only									
Primary Legislative Expense Account Number						Account Total		\$ -	
Secondary Expense Account Number						Account Total		\$ -	

\*Conference provided meals shall not be claimed, subtract meal amount from per diem

\*\* Requires completion of Other Expense Explanation sheet and requires receipt

\*\*\* Use of Travel Points or Cash Repayment for Personal Expenses