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**DEPARTMENT:** ALL DEPARTMENTS

**TITLE:** TRAVEL POLICY

Minutes reference date:

March 20, 1989, page 437

Revision dates:

January 16, 1995, page 377

March 25, 2002, page 635

November 17, 1997, page 118

September 26, 2005, page 40

October 23, 2000, page 481

June 22, 2015

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**PURPOSE:**

To set out a policy of the Town of Amherst to reimburse any authorized individual who is required to travel on Town business. An authorized individual could be an employee, elected official, appointed committee or commission member, etc.

**POLICY:**

The following travel expenses will be eligible for reimbursement from the Town, provided such expense is incurred in the course of carrying out duties and responsibilities associated with their employment and duly authorized by the Director or CAO on the Prior Approval Form (Schedule B).

1. **Town-owned Vehicle** – Upon approval of the Director, and if a Town-owned vehicle is available, the employee will use this vehicle for their travel needs. Persons authorized to drive Town-owned vehicles must have a valid driver's license. Employees shall not use Town-owned vehicles for personal travel.
2. **Privately Owned Vehicle** – The Town will reimburse any authorized individual for the use of privately owned vehicles on Town business. Reimbursement will be made using the Kilometrage and Transportation Allowance Rates for the Province of Nova Scotia (Section A – Regular Rates) in effect on the date of travel.
3. **Insurance** – To ensure that any authorized individual is adequately protected, privately owned vehicles used for Town business shall, as a minimum, have basic insurance coverage. The authorized individual is responsible for payment of their respective insurance premiums. When the use of a privately owned vehicle is authorized, the Director/CAO must ensure that the authorized individual is informed that the Employer assumes no financial responsibility beyond payment of the authorized kilometre rate and that, in the event of an accident, the Employer assumes no responsibility for the deductible amounts related to comprehensive or collision coverage.
4. **Accommodation** – Authorized individuals will be reimbursed for actual accommodation costs incurred while on Town business. Authorized individuals should request government rates whenever possible. Receipts are required for all accommodation charges.

Authorized individuals who use private accommodations while on Town business will be reimbursed \$30 per night. No receipt is required.

5. **Meals** – For each full day of travel, an authorized individual shall be reimbursed the total allowance shown on Schedule A for meals.

For partial days, the authorized individual shall be reimbursed at the separate meal allowance rates. Related amounts for partial days of travel shall be prorated according to the current meal breakdown. In order to claim for a full day, the employee/elected official must leave at 8:00 am or prior and return later than 6:00 pm.

Reimbursement for meals shall not be claimed where meals are included a part of registration fees for conferences or seminars, etc.

It is expected that from time to time Town Directors and above may incur costs to facilitate the conduct of official Town business. Such costs may include conference room rentals, equipment rentals, hospitality and other related service costs. Such costs shall be reimbursed and all such claims shall state the purpose of the costs and the number of persons involved. Receipts must be submitted and, where costs are significant, prior approval is required by the CAO.

6. **Air Travel** – The Town will reimburse for air travel and related fees (receipt required) at the economy rate to scheduled service airport nearest destination.
7. **Car Rental** – Reimbursement will be made for rental of car at destination. Attempts should be made to acquire economy type of transportation. (Receipts required.)
8. **Taxi/Bus** – Taxi/bus fares to and from accommodation to place of business as well as from airport to accommodation, etc. (Receipts required.)
9. **Park/Toll** – Highways and bridge tolls, parking fees. Receipts required if charges are over \$10 per day.
10. **Incidentals** - Where an authorized individual is travelling on the Town's business and overnight accommodations have been authorized and used, the authorized individual will be reimbursed an allowance as set out in Schedule A per overnight stay to cover miscellaneous out-of-pocket expenses.
11. **Registration fees** – Expenditures for conference registration, etc. (Receipt required.)
12. **Travel Advance** – The Town does not routinely issue travel advances. If there are extenuating circumstances, an advance may be approved by the CAO.
14. **Per Diem Allowance** – The mayor and/or designate(s), while on official Town business shall be allowed an amount equivalent to their normal wages and benefits paid by their employer(s). Arrangements shall be made between the Town and the employer to reimburse the employer directly for wages paid to the Mayor and/or designate(s) while absent from their office of employment on Town business. Such amounts shall not exceed the amounts actually expended by the employer. Town business shall not include attendance at conferences or seminars and must be approved by Council.
15. **Spouses** – The Town of Amherst is not responsible for the costs of travel, lodging, meals, registration, etc. of the spouses when they are accompanying the employee to a conference or meeting. Exceptions will be considered for events at which a spouse is normally expected to attend and prior approval of Council is obtained.

**SCHEDULE A**

**SCHEDULE OF ALLOWABLE INCIDENTALS AND MEALS PER DIEM RATES**

Incidentals: \$10 per overnight stay.

Meals: In order to claim breakfast, travel must commence before 8:00 am.  
In order to claim dinner, travel must end after 6:00 pm.

Breakfast	\$12.00
Lunch	\$17.00
Dinner	\$26.00
Maximum daily allowance	\$55.00

The above amounts are inclusive of all taxes and gratuities.

**SCHEDULE B**

**PRIOR APPROVAL FORM**

1. Applicant's Name: \_\_\_\_\_

2. Present Position: \_\_\_\_\_

3. Department: \_\_\_\_\_

4. Proposed Conference, Course, Seminar: \_\_\_\_\_

\_\_\_\_\_

5. Location: \_\_\_\_\_

6. Date: \_\_\_\_\_

7. I certify that I, as a minimum, will always have basic motor vehicle insurance coverage and that if for whatever reason I do not have insurance coverage, I will notify the Town in writing.

(signature) \_\_\_\_\_

8. Approved: \_\_\_\_\_

9. Rejected: \_\_\_\_\_

10. Subject to the following conditions, if any:

\_\_\_\_\_

\_\_\_\_\_

***If this application is approved, expenses may be claimed in accordance with the Town's Travel Policy.***

**SCHEDULE C**

**TRAVEL ADVANCE REQUEST FORM**

Name .....

Department .....

Destination .....

Purpose of Request .....

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Dates Involved .....

Estimated Expenses:      Registration ..... \$

Travel ..... \$

Accommodations ..... \$

Meals ..... \$

ESTIMATED TOTAL ..... \$

Charge to: .....      Signature: .....

Approved by: .....      Date: .....