

## **MILEAGE/EXPENSE POLICY**



### **Purpose:**

The purpose of this policy is to provide guidelines for the reimbursement of expenses when Municipal Staff or Councillors (including Warden and Deputy Warden), are required to travel on Municipal business for the Municipality of the District of St. Mary's.

### **Eligible Travel Expenses:**

The Municipality of the District of St. Mary's shall reimburse councillors and staff for all reasonable and appropriate expenses for travel, meals and accommodations incurred in the course of carrying out their duties and responsibilities. Duties include attending meetings, seminars and conferences approved by the Municipal Council for Council members or by the Chief Administrative Officer (CAO) for Staff members. When representing Council and with prior approval by CAO and/or Council; duties may also include travel to community events and any committee or board meetings that are non-Council or Committee of Council related, or for which they have not been appointed by Council to attend.

Legitimate District of St. Mary's business travel includes:

- Council members' attendance at a meeting of Council, Committee of the Whole of Council or an outside Committee or Board in which an appointment of a Councillor is made by Council. *Actual mileage claimed to be no greater than from the Council members' place of residence to the meeting location.*
- Meetings or conferences at which the Council members' attendance is authorized by Council or the CAO.
- Meetings or conferences at which the Staff members' attendance is authorized by the CAO.
- Council members attending Council business outside of the Municipality of the District of St. Mary's as approved by Council or the CAO.
- Staff members attending Municipal business outside of the Municipality of the District of St. Mary's as approved by the CAO.
- Travel expenses include but are not limited to accommodations, air fare, rail or ferry transport, mileage (kilometers driven), meals, taxi, parking, bridge tolls and Municipality of the District of St. Mary's related phone calls and faxes.
- The Municipality of the District of St. Mary's will pay for conference and meeting registration fees.

- Meals will be reimbursed as per the per-diem rates set in the schedule of rates approved annually. Receipts do not need to be submitted.
- There will be no reimbursed for meals already provided at the meeting or conference unless dietary restrictions apply and are not accommodated.

**Non-Eligible Travel Expenses:**

There will be no reimbursement for the following activities/meetings:

- Political activities – the expense of a council member for political activity associated with election or re-election is not reimbursable.
- The Municipality is not responsible for the costs of spouses when they are accompanying the Staff or Council members on municipal business.
- There shall be no reimbursement for alcohol or other controlled substances.

**Cancellation Fees:**

The Municipality of the District of St. Mary's will pay for cancellation fees for legitimate personal and professional purposes upon approval by Council and/or the CAO.

**Cancelled Meetings:**

Council and Staff members, who are present to attend a meeting which is forced to be cancelled due to unforeseen circumstances or because there is no quorum, shall be entitled to payment for travel and expenses.

**Payment Terms:**

Council members are responsible for filling out monthly Municipal expense claims and submitting them with signature to the Municipal Office for processing within five business days following month end. Cheques will be prepared for distribution no later than five business days following the submission of the expense claim. All Council and CAO expense claims will be posted on the Municipal website after they are processed.

Staff members are responsible for filling out an expense report form and submitting it to the Municipal Office with signature for processing. Expense reports for Staff members may be reported after each expense or on a monthly basis.

All rules respecting the use of municipal credit cards as outlined in the Municipal Credit Card Policy must be followed.

**Authorization for reimbursement:**

Individuals who may authorize reimbursement of expenses and mileage include CAO, DOF and department heads.

Individuals are not permitted to authorize their own reimbursement.

**Policy Review:**

By January 31<sup>st</sup> 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 it and adopt the policy as amended.

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Municipal Clerk	Date
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