



Town of Clareville - Policy Manual

Title: Travel & Expense
Policy No.: ADM-07

Council Motion No.: 24-068
Date Approved: April 2, 2024

PURPOSE:

This policy applies to councillors and staff of the Town of Clareville when travelling beyond the boundaries of the Town of Clareville.

AUTHORITY:

- Municipalities Act
- Council Discretion

CONDUCT:

While travelling on Town business:

- A councillor and/or an employee is a representative of the Town of Clareville and shall conduct his/her behavior in accordance with the Town's Code of Conduct policy at all times.
- A councillor and/or an employee shall not post any photo or comment on social media while travelling on Town business that would negatively reflect on the professionalism of the councillor/employee or the Town of Clareville.

AUTHORIZATION TO TRAVEL (Employees):

All travel on Town business must be approved by the Chief Administrative Officer (CAO). Employees must complete the "Authorization to Travel" form and submit it to the CAO at least 10 days prior to the proposed travel date. The CAO may postpone, cancel or refuse any proposed travel of an employee if deemed necessary.

TRANSPORTATION:

Personal Vehicle Reimbursement:

Where a member of Council or an employee must use his/her personal vehicle for travel on Council business, they shall be reimbursed at the Provincial Government rate that is in effect as of January 1st of each year. ***See Schedule A for current rate.**

Public Transit:

Reimbursement shall be for the actual cost of fare on any public transit or common carrier. Receipts shall be required for reimbursement of public transportation costs. Where air travel is required, arrangements shall be made by the Director of Corporate Service or CAO and invoice sent to Town Office.



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ACCOMMODATIONS:

Hotels, Motels & Other Commercial Accommodations:

Reimbursement shall be for the actual cost of accommodations. In cases where the Town has an account with the hotel invoicing shall be made directly to the Town where possible.

Private Accommodations:

Reimbursement of \$40 per day is provided for expenses incurred while staying in private accommodations. Receipts are not required for reimbursement of private accommodations costs.

SUNDRY EXPENSES:

Sundry expenses will be considered for reimbursement upon providing receipts. This will include costs related to items such as parking fees.

REIMBURSEMENT:

A Councillor or employee given approval to travel may receive a travel allowance, prior to travelling equal to the amount of the expense expected to be incurred.

A Councillor or employee will be reimbursed for expenses by submitting to the Town Clerk a claim in such form as the Council may prescribe.

A claim submitted shall be certified by the Town Clerk and paid by Council cheque. Travel claims must be submitted within 30 days of your return date.

MEAL ALLOWANCE:

When travelling on Town business a Councillor or employee shall receive an allowance for the cost of meals using the Provincial Government rates that are in effect as of January 1st of each year. ***See Schedule A for current rates.**

Breakfast Claims: Claims for breakfast are reimbursable when travelling on Town business at least two hours before the regular scheduled workday.

Dinner Claims: Claims for dinner are reimbursable when travelling on Town business unable to return until at least two hours after the end of the regular scheduled workday.

Where employees are obliged to incur meal costs that are higher than the established meal rates, they may be reimbursed the actual and reasonable expenses of the meal(s), based on receipts and the prior approval of the CAO.



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PER DIEM

When required to stay overnight on travel status a per diem of \$30 a day is provided to cover incidentals expenses.

TELEPHONE COSTS:

Use of Personal Phone:

In the event a Councillor or employee has to use his/her personal phone for Town business, reimbursement shall be for the actual cost of long-distance phone calls on submission of an itemized copy of the telephone bill.

Hotel Phone Expense:

Local and long-distance call charges for Town business using a hotel phone shall be applied to the room and will be paid by the Town.

PROVINCIAL EVENTS REPRESENTATION:

MNL Annual Conference:

Councillors will be permitted to attend the annual convention of the Municipalities Newfoundland & Labrador. The number of Councillors to attend the annual convention to be determined by Council prior to the yearly convention. Registration fees for spouse/guest will also be covered.

Other Conventions, Seminars & Meetings:

Councillor attendance at other conventions, seminars and meetings must be approved by Council prior to attendance. Travel and expenses for such conventions, seminars and meetings will be in accordance with these policies.

Liaison Officers:

Councillors or Department Heads appointed as liaison officers to various organizations will have their expenses reimbursed in accordance with these policies.

Miscellaneous Representations:

When Councillors or Department Heads attend a function to represent Council, expenses will be reimbursed in accordance with these policies. All such function costs to be reimbursed upon providing a receipt.

Social Functions:

The Mayor or his/her designate attending local social functions on behalf of Council will be reimbursed the cost of any personal expenses incurred.



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Annual Conventions (Employees):

Employees are permitted to attend the annual convention of their Associations. Registration and related expenses will be reimbursed in accordance with these policies. Approval of travel and registration to be in accordance with these policies.

Other Conventions, Seminars & Meetings (Employees):

Employee attendance at other conventions, seminars and meetings must be approved by the CAO prior to attendance. Expenses will be reimbursed in accordance with these policies.

OUT OF PROVINCE TRAVEL:

Councillors:

FCM Annual Conference:

A Councillor will be permitted to attend an FCM Annual Conference out of the Province, once in his or her term of office. Registration and related expenses to attend an FCM Annual Conference will be paid by Council. No allowance will be provided for spouses to attend out of Province Conferences. Approval of attendance for the FCM annual conference is subject to budget restrictions and Council approval.

Employee's:

Out of Province travel may be permitted upon approval of the CAO and subject to budget restrictions. No allowance will be provided for spouses to attend out of province events. Out of Province travel will be considered for the following:

1. **Professional Association Events:** Employee shall be a member of the executive or are presenting at the event.
2. **Education:** Employee's may be permitted to travel for education if the education is not available provincially or on-line. The education must be of direct benefit to the employee's role with the Town of Clareville.
3. **Trade Show/Product Demonstration:** Employee's may be permitted to attend a trade show or a manufactures product demonstration if it pertains to equipment to be used by the Town of Clareville. Justification as to why this training/product demo can not be obtained in NL shall be included on the travel authorization form.

Department Heads shall ensure that any proposed annual travel expenses are within the annual training budget as approved by Council. Any costs outside the approved training budget is subject to Council approval.



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REVISION HISTORY:

Motion No.	Date:	Description:
20-072	May 19, 2020	New Policy Format Adopted
24-068	April 2, 2024	Revised Policy Adopted



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SCHEDULE A

Rates listed below are as per Provincial Government rates on January 1st, 2026.

KM Rates

First 16,000 km in calendar year	\$0.5116 per km
In excess of 16,000 km in calendar year	\$0.3726 per km

Meal Rates

Breakfast	\$9.60
Lunch	\$16.80
Dinner	\$26.04
Total Per Day	\$52.44