

Town of Portugal Cove-St. Philip's

Council and Non-Union Staff Travel Expense Policy

Pursuant to the authority conferred under the *Towns and Local Service Districts Act*, including section 34, and the Councillor Remuneration and Reimbursement Regulations, the Town Council of Portugal Cove-St. Philip's has adopted the following Policy on the 13th day of May 2026.

1.0 TITLE

- 1.1 This document shall be known and cited as the *Council and Non-Union Staff Travel Expense Policy*.

2.0 INTERPRETATIONS

- 2.1 "**Council**" shall mean the Town Council of Portugal Cove – St. Philip's.
- 2.2 "**Town**" shall mean the Town of Portugal Cove – St. Philip's.
- 2.3 "**Non-Union Staff**" shall mean employees of the Town of Portugal Cove-St. Philip's who are not included in the bargaining unit nor volunteers.
- 2.4 "**Travel**" shall mean any travel or overnight stay required to perform duties for the Town of Portugal Cove-St. Philip's.

3.0 POLICY STATEMENT

- 3.1 The purpose of this policy is to provide Council and non-union staff with the guidelines travel expenses when covered when travelling on business for the Town.

4.0 APPLICATION

- 4.1 This policy shall apply to the Mayor, Councillors and non-union staff.
- 4.2 All non-routine travel must be approved by Council before being undertaken.
- 4.3 Routine day to day operational travel in and near the Town by the Mayor and Staff is not required to be approved.
- 4.4 All approved Council travel, including airfare, vehicle rentals, and accommodations, shall be booked by the Town Clerk in accordance with the criteria outlined in this policy, unless otherwise agreed upon in advance. Non-union staff shall book their own approved travel, provided all bookings comply with the criteria and requirements set out herein.

5.0 POLICY CLAUSES

5.1 Transportation

5.1.1 Personal Vehicle:

Where a Town fleet vehicle is unavailable for travel on Town business, the use of a private vehicle may be permitted. Reimbursement for the use of a private vehicle will be at the rate as per Schedule 'A' attached to this Policy.

5.1.2 Public Transit:

Reimbursement for the use of all forms of public transit or common carriers shall be for the actual cost of the fare. Airfare should be booked at the lowest reasonable fare available at the time of booking, unless otherwise pre-approved. Rental vehicles may be approved where they are more economical or practical than other transportation options.

5.2 Accommodations

5.2.1 Hotels, Motels and other Commercial Lodgings:

Reimbursement shall be for the actual cost of accommodations for either a single or double room at a commercially reasonable rate.

5.2.2 Private Accommodations:

An allowance as specified in Schedule 'A' of this Policy will be provided for expenses while staying in non-commercial accommodations such as with friends or relatives. No receipt is required in this case.

5.3 Meals and Per Diem

5.3.1 Out of Town Per Diem:

While on travel status an amount as specified in Schedule 'A' of this Policy will be provided to cover the cost of meals, incidentals and public relations for each full day. For partial days the meal portion of the per diem will be broken down as specified in Schedule 'A' of this policy.

5.3.2 In Town Expenses:

Reimbursement for meals and public relations expenses will be made upon providing a receipt and explanation of purpose.

5.3.3 Exceptions:

Meals shall not be claimed where provided as part of a conference registration or other reimbursed expenses.

5.4 Other Expenses

5.4.1 Registration Fees:

All registration fees for conferences, seminars, etc. will be paid directly by the Town.

5.4.2 Sundry Expenses:

Cost of telephone charges, parking fees, entertainment, etc. will be paid where these costs are incurred in performance of Town duties.

5.4.3 Social Functions:

The Mayor or his/her designate, and the Chief Administrative Officer or his/her designate attending local social functions on behalf of the Town will be reimbursed for the cost of the ticket.

6.0 POLICY PROCEDURE

6.1 Approval:

Council and non-union staff are required to receive prior authorization from the Mayor, Council, or Chief Administrative Officer before incurring any travel-related costs on Town business.

6.2 Reimbursement:

Once approval has been granted, a traveler may receive a travel advance by completing the *Request for Travel Authorization & Travel Advance*, which is equal to the amount of the expense expected to be incurred. A Councilor, or non-union staff will be reimbursed for expenses by submitting the Claim form (which is on the reverse of the Advance form) to the Director of Corporate Services. All reimbursement claims must be supported by receipts and submitted within 30 days following completion of travel.

6.3 Cancellation and Non-Attendance:

Where authorized travel is cancelled by a third party, pre-approved and non-refundable expenses shall be reimbursed. Where a council member or staff does not attend approved travel, reimbursement shall be considered on a case-by-case basis, considering the circumstances.

7.0 REVIEW

7.1 This policy shall be reviewed every 2 years, or as required.

8.0 REPEALS OF PREVIOUS POLICIES AND AMENDMENTS

8.1 Council and Management Travel Expense Policy; Motion #2022-329, October 5, 2022.

9.0 AMENDMENTS

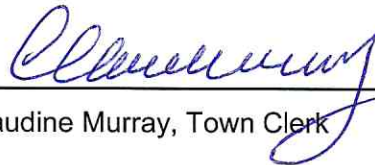
9.1 None

10.0 DATE EFFECTIVE/RESOLUTION

10.1 Date effective: May 13, 2026, Motion #2026-142.



Dave Bartlett, Mayor



Claudine Murray, Town Clerk

Council and Non-Union Staff Travel Expense Policy

SCHEDULE 'A'

The following fee schedule has been set for the Policy Clauses as identified below:

1 Personal Vehicle:

Where the use of a personal vehicle is required or travel on Town business reimbursement will be at the rate of \$0.55 per kilometer.

2 Private Accommodations:

An allowance of \$50.00 per day will be provided for expenses while staying in non-commercial accommodations such as with friends or relatives. No receipt is required in this case.

3 Meals and Per Diem:

Out of Town Per Diem:

While on travel status a per diem of \$115.00 per day will be provided, which represents the meal breakdown below and \$40.00 to cover incidentals and public relations. The incidental and public relations amount is only provided on full days.

For partial days the meal portion of the per diem will be broken down as follows:

Breakfast	- \$15.00
Lunch	- \$20.00
Dinner	- \$40.00