

Town of Portugal Cove-St. Philip's

**Unionized Staff Travel Expense Policy**

Pursuant to the authority vested in the Town of Portugal Cove-St. Philip's, the following Policy on the 13<sup>th</sup> day of May 2026.

---

**1.0 TITLE**

1.1 This document shall be known and cited as the Unionized 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 "**Employee**" shall mean an individual employed by the Town of Portugal Cove-St. Philip's and included within the bargaining unit.

2.4 "**Travel**" shall mean any travel or overnight stay required to perform duties on behalf of the Town of Portugal Cove-St. Philip's.

**3.0 POLICY STATEMENT AND SCOPE**

3.1 The purpose of this policy is to establish clear and consistent guidelines for unionized employees authorized to travel on Town business.

**4.0 APPLICATION**

4.1 This policy shall apply to all unionized employees of the Town.

4.2 It is the responsibility of the employee to obtain and submit estimated travel costs, including quotes, where applicable, to their Director and receive approval prior to booking or incurring any expenses.

4.3 It is the responsibility of the department Director to review and recommend travel to the Chief Administrative Officer (CAO) and ensure estimated costs are reasonable, appropriate and justified.

## 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 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 shall be booked at the lowest reasonable fare available at the time of booking, unless pre-approved by the Chief Administrative Officer. 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 accommodation for either a single or double occupancy 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

#### 5.3.1 Rates:

While on travel status an amount as specified in Schedule 'A' of this policy will be provided to cover the cost of meals for each full day. For partial days the per diem will be prorated per meal, as specified in Schedule 'A' of this policy.

#### 5.3.2 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, or other approved expenses will be paid where these costs are incurred in performance of Town duties.

**6.0 POLICY PROCEDURE:**

**6.1 Approval:**

Staff are required to obtain pre-approval from the Chief Administrative Officer prior to travelling on Town business or incurring any costs associated with travel.

**6.2 Reimbursement:**

Once approval of travel has been granted, an employee may receive a travel advance, by completing the Request for Travel Authorization & Travel Advance form, which equal to the amount of the expense expected to be incurred. All employees must complete and submit a travel claim within thirty days of return from travel, including all required receipts. Expenses not pre-approved may be denied, except in extenuating circumstances.

**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 an employee does not attend approved travel, reimbursement shall be subject to review by the Chief Administrative Officer, taking into consideration the circumstances.

**7.0 REVIEW**

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

**8.0 REPEALS/AMENDMENTS**

8.1 None.

**9.0 DATE EFFECTIVE/RESOLUTION**

9.1 This policy first came into effect on the 13th day of May 2026, through resolution of Council, 2026 - 143.



Dave Bartlett, Mayor



Claudine Murray, Town Clerk

## Unionized 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 accommodation such as with friends or relatives. No receipt is required in this case.
3. **Meals Per Diem:**  
While on travel status a per diem of \$75.00 per day will be provided to cover the cost of meals for each full day.

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

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