

THE EXPENSE POLICY OF THE VILLAGE OF TIVERTON
POL-1-2023

1.0 POLICY STATEMENT

THIS POLICY ADDRESSES THE METHODS AND PROCEDURES BY WHICH COMMISSION AND STAFF OF THE VILLAGE OF TIVERTON WILL BE GOVERNED WHEN ATTENDING TO BUSINESS RELATED TO THE VILLAGE BEYOND THE VILLAGE LIMITS AND PROVIDES FOR THOSE EXPENSES FOR WHICH REIMBURSEMENT WILL BE PAID.

2.0 PURPOSE

THE PURPOSE OF THIS POLICY IS TO:

- 1) DEFINE REIMBURSABLE TRAVEL EXPENSES THAT MAYBE INCURRED WHILE TRAVELLING ON AUTHORIZED VILLAGE OF TIVERTON BUSINESS.
- 2) DEFINE REIMBURSABLE BUSINESS EXPENSES THAT MAY BE INCURRED WHILE CARRYING OUT VILLAGE JOB REQUIREMENTS.
- 3) ESTABLISH APPROVAL GUIDELINES AND CONTROLS REQUIREMENTS FOR TRAVEL,BUSINESS AND MILEAGE EXPENSES WHILE TRAVELING OR CONDUCTING AUTHORIZED VILLAGE BUSINESS.
- 4) PROVIDE INFORMATION NECESSARY TO ACCURATELY RECORD AND REPORT TRAVEL, BUSINESS AND MILEAGE CLAIMS.

3.0 SCOPE

THIS POLICY APPLIES TO ALL VILLAGE OF TIVERTON COMMISSIONERS AND STAFF.

4.0 DEFINITIONS

“REPORTABLE INDIVIDUAL” MEANS ONE OF THE FOLLOWING:

- 1) COMMISSIONER OF THE VILLAGE OF TIVERTON
- 2) CLERK OF THE VILLAGE OF TIVERTON
- 3) TREASURER OF THEVILLAGE OF TIVERTON

“COMMISSION” MEANS THE COMMISSION OF THE VILLAGE OF TIVERTON

“CHAIR” MEANS THE CHAIRPERSON OF THE VILLAGE OF TIVERTON

“COMMISSIONER” MEANS A COMMISSIONER OF THE VILLAGE OF TIVERTON

“CLERK” MEANS CLERK OF THE VILLAGE OF TIVERTON

“TREASUERER” MEANS TREASURER OF THE VILLAGE OF TIVERTON

“ VILLAGE” MEANS THE VILLAGE OF TIVERTON.

“ STAFF” MEANS THE EMPLOYEES FOR THE VILLAGE OF TIVERTON

“PERSONAL VEHICLE” PERTAINS TO A VEHICLE THAT IS OWNED OR IN LEGAL CUSTODY OF A COMMISSION MEMBER OR VILLAGE STAFF.

5.0 RESPONSIBILITY

THE CHAIR OR DESIGNATE IS RESPONSIBLE TO:

REVIEW AND APPROVE TRAVEL, BUSINESS AND MILEAGE REIMBURSEMENT REQUESTS OF THE CLERK AND ALL COMMISSIONERS.

THE CLERK OR DESIGNATE IS RESPONSIBLE TO:
REVIEW AND APPROVE TRAVEL, BUSINESS AND MILEAGE CLAIMS OF THE CHAIR AND ALL COMMISSIONERS AND STAFF.

DIRECT A REVIEW OF THIS POLICY BY JANUARY 31 OF EVERY YEAR OR AS OFTEN AS NECESSARY

APPROVE INDIVIDUAL TRAVEL AND BUSINESS EXPENSE CLAIMS GREATER THAN \$200.00 AND MILEAGE CLAIMS IN EXCESS OF \$100.00. CLAIMS MAYNOT BE BROKEN INTO SMALLER TRANSACTIONS IN ORDER TO MEET THIS LIMITATION.

APPROVE ALL EMPLOYEE TRAVEL OUTSIDE MUNICIPALITY OF DIGBY PRIOR TO COMMENCEMENT.

COMMISSION AND STAFF ARE RESPONSIBLE TO:

BECOME FAMILIAR WITH AND DEVELOP AN UNDERSTANDING OF THIS POLICY AND RELATED PROCEDURE IN ORDER TO FACILITATE COMPLIANCE.

COMPLETE AND SIGN ALL REQUIRED DOCUMENTS PERTAINING TO TRAVEL, BUSINESS AND MILEAGE EXPENSE, AND ATTACH ALL SUPPORTING INVOICES/RECEIPTS AND FORMS

IN THE EVENT OF CANCELLATION OF INTENDED TRAVEL, NOTIFY THE APPROVING AUTHORITY AND PROMPTLY OBTAIN ALL POSSIBLE REFUNDS FOR EXPENSES INCURRED TO DATE.

IN NO CIRCUMSTANCE CAN THE APPROVING AUTHORITY APPROVE HIS/HER OWN EXPENSE REIMBURSEMENT.

6.0 GENERAL

TRAVEL, BUSINESS EXPENSE AND MILEAGE CLAIMS ARE SUBJECT TO EXAMINATION BY THE COMMISSIONS AUDIT COMMITTEE AND THE COMMISSIONS EXTERNAL AUDITORS AND SHOULD BE COMPLETED WITH CARE, ACCURACY AND SUPPORTED BY THE APPROPRIATE FORMS, INVOICES AND /OR RECEIPTS.

WHEN MORE THAN ONE TRAVELLER IS ATTENDING THE SAME EVENT, ALL ATTENDEES MUST:

COORDINATE TRAVEL ARRANGEMENTS

TAKE ADVANTAGE OF GROUP RATES

INDIVIDUALLY SUBMIT A SEPARATE TRAVEL REIMBURSEMENT FORM WHERE REIMBURSEMENT IS REQUIRED.

WHEN PERSONAL AND BUSINESS TRAVEL IS COMBINED, ONLY DOCUMENTED EXPENSES DIRECTLY RELATED TO THE BUSINESS PORTION ARE REIMBURSABLE.

UPON REQUEST, SUMMARY NOTES MUST BE PROVIDED WITHIN 30 DAYS OF TRAVEL TO THE APPROVING AUTHORITY FOR ANY COURSE, CONFERENCE OR SEMINAR ATTENDED. THE SUMMARY MUST INCLUDE, BUT IS NOT LIMITED TO:

NAMES AND DATES OF THE EVENT
BENEFITS TO THE VILLAGE AS A RESULT OF ATTENDANCE
AN OVERALL REVIEW OF THE EVENT

A GENERAL RECOMMENDATION FOR OTHER VILLAGE PERSONNEL.

A NON-MATERIAL ADMINISTRATIVE DEVIATION FROM THIS POLICY REQUIRES WRITTEN DOCUMENTATION AND EXPLANATION BY THE APPLICANT AND APPROVER.

EXAMPLES OF NON-MATERIAL DEVIATIONS INCLUDE:

- 1) A LOST RECEIPT (UP TO \$50.00)
- 2) IF BUSINESS MEALS COST ARE GREATER THAN THE AMOUNTS DEEMED TO BE REASONABLE

EXPENSE CLAIMS FORMS AND RECEIPTS MUST BE SUBMITTED WITHIN 10 DAYS FROM THE TRAVEL COMPLETION, OR THE DATE ON WHICH THE BUSINESS EXPENSE WAS INCURRED. THE TREASURER MAY REFUSE TO ACCEPT ANY RECEIPT THAT DOES NOT MATCH THE DEFINITION OF A RECEIPT STATED ABOVE.

TRAVEL AND RELATED EXPENSES WILL NOT BE REIMBURSED FOR SPOUSE AND /OR OTHER GUESTS.

7.0 REGISTRATION FEES

THE VILLAGE WILL REIMBURSE REGISTRATION FEES FOR APPROVED COURSES, SEMINARS AND CONFERENCES THAT ARE WITHIN APPROVED BUDGET.

COSTS FOR OTHER ACTIVITIES SUCH AS TOURS, SOCIAL OR SPORTING ACTIVITIES WITH THE EVENT, BUT NOT PART OF THE REGISTRATION FEES, WILL NOT BE REIMBURSED.

8.0 TRANSPORTATION

THE MOST ECONOMICAL AND PRACTICAL METHOD OF TRANSPORTATION SHOULD BE USED, WHILE CONSIDERING TRAVEL TIME(PERSONAL TIME/ABSENCE FROM WORK), ACCOMMODATION AND SUBSISTENCE EXPENSE FOR EACH ALTERNATIVE.

TO REQUEST TRANSPORTATION THAT IS NOT COMPARABLY THE LOWEST COST, THE TRAVELER MUST JUSTIFY THAT THE PREMIUM IS REASONABLE CONSIDERING CONVENIENCE AND/ OR TIME FACTORS.

USE OF A PERSONAL VEHICLE:

WILL BE REIMBURSED AT A PER KILOMETER RATE AS DETERMINED BY THE RATE PER KILOMETER IN ACCORDANCE WITH CURRENT YEAR from Reimbursement rates and transportation allowances for employees of government of Nova Scotia and public sector bodies.

ALL COMMISSIONERS AND STAFF USING THEIR PERSONAL VEHICLE FOR VILLAGE BUSINESS ARE RECOMMENDED TO OBTAIN ADVICE ON COVERAGE FROM THEIR INSURER.

EXPENSES RELATING TO PERSONAL VEHICLES SUCH AS MAITENANCE REPAIRS, INSURANCE PREMIUIMS, ACCIDENT DEDUCTABLES OR TICKETS ETC. WILL NOT BE REIMBURSED.

HIGHWAY TOLL CHARGES ARE A REIMBURSABLE EXPENSE (RECEIPT/PROOF OF PAYMENT REQUIRED)

THE VILLAGE WILL NOT REIMBURSE COMMISSIONERS OR STAFF FOR PERSONAL ITEMS LOST WHILE TRAVELING ON VILLAGE BUSINESS.

9.0 ACCOMMODATION

THE NAME OF VILLAGE OF TIVERTON MUST APPEAR ON ALL HOTEL ROOM REGISTRATIONS AND IN EACH CASE AVAILABLE GOVERNMENT OR CORPORATE RATES SHOULD BE REQUESTED .INDIVIDUALS

MAY BE REIMBURSED FOR EITHER SINGLE OR DOUBLE ROOM BASE RATE DEPENDING ON INDIVIDUAL CIRCUMSTANCES.

IN THE EVENT OF TRAVEL CANCELLATION, THE CLAIMANT MAY BE HELD RESPONSIBLE AND NOT BE REIMBURSED FOR "NO SHOW" CHARGES RESULTING FROM FAILURE TO CANCEL A HOTEL RESERVATION.

ACCOMODATION WITH FAMILY OR FRIENDS WILL NOT BE REIMBURSED.

TRAVEL MEALS , GRATUITIES AND INCIDENTAL EXPENSES

WHILE TRAVELLING FOR BUSINESS PURPOSES,THE VILLAGE WILL REIMBURSE ACTUAL EXPENSES SUPPORTED BY DETAILED RECEIPTS.

HOWEVER COMMISSIONERS AND STAFF SHOULD NOTE THAT THE ALLOWANCE SHALL BE A LIMIT OF \$300 PER DAY (PROVIDED ACTUAL DETAILED RECEIPTS ARE PRESENTED)

PERSONAL EXPENSES SUCH AS SOUVENIRS, SIGHTSEEING TOURS ,NIGHT CLUB EVENTS ETC. WILL NOT BE REIMBURSED.

ALCOHOL IS NOT A REIMBURSABLE EXPENSE FOR BUSINESS MEETINGS, SOCIAL FUNCTIONS, OR ANY OTHER EVENT ATTENDED OR HOSTED BY COMMISSION AND /OR STAFF DURING OR AFTER BUSINESS HOURS ON OR OFF VILLAGE PREMISES.

10.0 RECORDS

EXPENSE CLAIM FORM ARE RETAINED AND STORED BY CLERK IN VILLAGE OFFICE.

.EXPENSE POLICY APPROVED AND ADOPTED ON AUGUST 24 2023