



## VILLAGE OF CHESTER REIMBURSEMENT POLICY

### **1.0 Mandate**

The Village of Chester will provide for the reimbursement of travel expenses incurred by a Commissioner or Employee while conducting Village business away from the community.

### **2.0 Policy Statement**

The Village of Chester shall reimburse commissioners and employees for all reasonable and appropriate expenses for travel, meals, and accommodations incurred in the course of carrying out their duties and responsibilities and attending meetings, courses, seminars, or conferences approved by the Commission.

### **3.0 Guidelines**

- 3.1** The Clerk/ Treasurer shall be responsible to implement and adhere to this policy.
- 3.2** Individuals must submit a Travel Expense Claim to receive reimbursement.
- 3.3** Travel Expense Claims including receipts must be submitted within 30 days of completion of the travel.
- 3.4** Alcohol purchases are deemed to be unreasonable and will not be reimbursed.
- 3.5** Entertainment/ Hospitality expenses are deemed to be unreasonable and will not be reimbursed.

### **4.0 Meal Allowances**

- 4.1** A reasonable out-of-pocket costs will be reimbursed for personal meals while travelling on Village business attending meetings. Itemized receipts are not required when claiming the maximum meal rate.
- 4.2** The cost of breakfast may be claimed only when travelling for more than one hour before the recognized time for the start of the day's work.
- 4.3** The cost of dinner may be claimed only when traveller is not expected to return home before 6:30PM.
- 4.4** Per diem maximum without receipts rates:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
<u>Incidentals</u>	<u>\$10.00</u>
Total	\$60.00 per day



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### **5.0 Eligible Vehicle Expenses**

- 5.1** Where car travel is indicated as the most suitable mode of transportation, an employee may use their own vehicle and be reimbursed at the current Government of Nova Scotia Kilometrage and Transportation Allowance Rate (kilometrage-and-transportation-allowance-rates-government-and-public-sector-body-employees-en.pdf)
- 5.2** Car rental reimbursement will be made for rental of economy type cars at destination.
- 5.3** All parking expenses and bridge, highways, or ferry tolls will be reimbursed as appropriate (receipts required).

### **6.0 Travel Advances**

- 6.1** Estimates for travel, meals, and accommodations in excess of \$150.00 may require an advance paid to the traveller.
- 6.2** All travellers must complete and sign a Travel Advance Expense Claim prior to the issuing of a cheque.
- 6.3** Reconciliation of Travel Advance and actual Travel Expenses must be completed within 15 days on return.

**Approved:** January 15<sup>th</sup>, 2020

**Motion #** 20-159

**Approved:** June 22<sup>nd</sup>, 2022

**Motion #** 22-280



## VILLAGE OF CHESTER REIMBURSEMENT POLICY

### Travel Expense Claim

**Name:** \_\_\_\_\_

**Date of Function:** \_\_\_\_\_

**Function:** \_\_\_\_\_

**Travel:** \_\_\_\_\_ KMs @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Lodging:** \_\_\_\_\_

**Meals:**

Breakfast (\$10.00 per day or receipt) \_\_\_\_\_

Lunch (\$15.00 per day or receipt) \_\_\_\_\_

Dinner (\$25.00 per day or receipt) \_\_\_\_\_

Incidentals (\$10.00 per day or receipt) \_\_\_\_\_

**TOTAL EXPENSE CLAIM:** \_\_\_\_\_

**Date Claim Submitted:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_



## VILLAGE OF CHESTER REIMBURSEMENT POLICY

Approved by: \_\_\_\_\_

### Travel Advance Expense Claim

Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Function: \_\_\_\_\_

Travel: \_\_\_\_\_ KMs @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Lodging: \_\_\_\_\_

#### Meals:

Breakfast (\$10.00 per day or receipt) \_\_\_\_\_

Lunch (\$15.00 per day or receipt) \_\_\_\_\_

Dinner (\$25.00 per day or receipt) \_\_\_\_\_

Incidentals (\$10.00 per day or receipt) \_\_\_\_\_

**TOTAL ADVANCE REQUESTED:** \_\_\_\_\_

Date Advance Submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_



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