



## **Village of Chester Commission Reimbursement Policy (2024)**

### **1.0 Purpose**

The Village of Chester will provide for the reimbursement of travel expenses incurred by a commissioner or employee while conducting Village business away from their regular office/workspace or the community.

### **2.0 Policy Statement**

This policy provides direction for the reimbursement of 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 an 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 not an allowable expense for commissioners or employees of the Village while travelling for Village business and will not be reimbursed, except under provisions of the Village Hospitality Policy.
- 3.5 Entertainment/hospitality expenses are deemed to be unreasonable and will not be reimbursed, except under provisions of the Village Hospitality Policy.

### **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 usual 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	\$15.00
Lunch	\$20.00
Dinner	\$35.00
<u>Incidentals</u>	<u>\$10.00</u>
Total	\$80.00 per day

## 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 \(novascotia.ca\)](https://www.novascotia.ca/government/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.

## 7.0 Reporting Requirements

- 7.1 In accordance with the *Municipal Government Act*, an Expense Report that describes all the expenses incurred by Commissioners and the Clerk/Treasurer will be prepared for each fiscal quarter and posted on the Village website within 90 days of the end of each quarter.
- 7.2 By September 30<sup>th</sup> of each year, prepare and file an annual summary report of the previous fiscal year with the Minister of Municipal Affairs.
- 7.3 The Village Commission shall review this policy annually for presentation at the Annual Public Meeting and either re-adopt or amend the policy.

<b>Approved:</b> January 15, 2020	<b>Motion #</b> 20-159
<b>Amended:</b> June 22, 2022	<b>Motion #</b> 22-280
<b>Amended:</b> June 5, 2023	<b>Motion #</b> 23-070
<b>Amended: May 27, 2024</b>	<b>Motion # 24-037</b>
<b>Amended:</b>	<b>Motion #</b>

I certify that this Policy was adopted by the Village of Chester Commission as indicated above.

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Date

Village of Chester Commission  
**Travel Advance Request (2025)**

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

**Date(s) of Function:** \_\_\_\_\_

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

**Travel:** \_\_\_\_\_ km x \$0.5932 mileage rate = \$ \_\_\_\_\_

**Lodging:** \_\_\_\_\_ nights x \$ \_\_\_\_\_ room rate = \$ \_\_\_\_\_

**Meals:**

Breakfast (\$15 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Lunch (\$20 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Dinner (\$35 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Incidentals (\$10 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

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

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

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Village of Chester Commission Expense Claim (2025)

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

Date(s) of Function: \_\_\_\_\_

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

TRAVEL	Quantity	Rate	Cost	Subtotal
Mileage	km	\$0.5932	\$	\$
Parking			\$	\$
Tolls			\$	\$
<b>Total Travel</b>				<b>\$</b>

LODGING	Quantity	Rate	Cost	Subtotal
Hotel/Inn	nights	\$	\$	\$
<b>Total Lodging</b>				<b>\$</b>

MEALS	Quantity	Rate	Cost	Subtotal
Breakfast	days	\$15	\$	\$
Lunch	days	\$20	\$	\$
Dinner	days	\$35	\$	\$
Incidentals	days	\$10	\$	\$
<b>Total Meals</b>				<b>\$</b>

OTHER		Subtotal
		\$
		\$
<b>Total Other</b>		<b>\$</b>

minus Advance (if any) \$(\_\_\_\_\_)

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

I hereby certify that the expense(s) claimed are correct and that the expenditure was incurred on government business.

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

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