

**SCHEDULE 'A'**  
**TOWN OF PORT HAWKESBURY**  
**APPROVED TRAVEL RATES**

**1.1 Accommodations**

- i. Whenever possible, overnight accommodations will be arranged by the Administrative Office and billed directly to the Municipality. If this is not possible, the room rate will be reimbursed at the actual cost. (Receipt required).
  - a. Subject to availability, hotel accommodations shall not exceed the cost of a standard room, double occupancy, except as approved by the Chief Administrative Officer. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements including, but not limited to, wheelchair accessibility.
- ii. Travel expenses for accommodations shall only be reimbursed if the traveler cannot reasonably be expected:
  - a) To travel to a function commencing early in the day
  - b) To return at the conclusion of the function
  - c) To travel to or return from a function due to weather conditions

**1.2 Meal Expenses**

- i. Meal expenses will be compensated at the rate of:
  - a) \$15 for breakfast where travel is conducted prior to 7:30am
  - b) \$20 for lunch may be claimed when the employee is travelling
  - c) \$30 for dinner may be claimed when the employee is not expected to return to Port Hawkesbury before 6:30 pm
- ii. Any meal expense incurred for entertaining business associates will be reimbursed at the amount incurred if approved by the Chief Administrative Officer. Reimbursements to the Chief Administrative Officer must be approved by the Mayor. (Receipt required).
- iii. Meals provided through registrations for business meetings, seminars, conferences, training sessions, etc., are not eligible for reimbursement. (Agendas to be appended to the expense claims).
- iv. Time of departure and return must be consistent with timing of function. Legitimate reasons for earlier/later departure/return should be documented on the claim form and discussed with the signing authority.

### 1.3 Vehicle Use

- i. Travel by private vehicle outside the Town will be reimbursed at the rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees and will cover return travel originating from Port Hawkesbury to the required destination. Shared use is encouraged where possible.
- ii. Travel within Town limits will be reimbursed as follows:
  - a) For trips 10 kilometres or less - \$5 per trip
  - b) For trips greater than 10 kilometres – mileage rate stipulated from time to time by the Province of Nova Scotia as the maximum kilometrage rate for its employees.

### 1.4 Other

- i. Incidental expenses will be reimbursed at the rate of \$10 where overnight accommodations are required.
- ii. Parking, taxis, and tolls will be reimbursed at the actual rate incurred. (Receipt(s) required).
- iii. Reimbursement for laundry/valet expenses based on duration and type of travel. If overnight stay is more than 1 week, or for extenuating circumstances, then valet/laundry services may be reimbursed for reasonable amounts with receipts, when available

Policy Review Notification: June 6, 2023

Policy Review Date: June 22, 2023

Approved by Council: November 21, 2023

I certify this to be a true copy of Schedule 'A', Approved Travel Rates, of the Municipal Travel Expense Policy, as adopted by the Town Council of Port Hawkesbury at a Public Meeting held XXXX, 2023.



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Terry Doyle, P. Eng.  
Chief Administrative Officer