



Travel Policy

Resolution Number: 2023-04-03-105

Date Approved: April 3, 2023

GENERAL POLICY

Town personnel who incur expenses on behalf of the town will be compensated uniformly according to the schedule and provisions of the Town policy. Claims will be acknowledged upon submission of complete expense claim and all associated receipts. All travel expenses incurred by Town staff, in excess of \$300.00, must be approved by Council prior to travel. In both cases, any unapproved travel expenses must be submitted to and justified to Council before compensation is granted.

REIMBURSEMENT FOR TRAVEL:

1. Regular Expense Claim: a cheque for the total amount of claim as indicated on the Town of Gambo Travel Claim
2. Travel Advance Expense Claim: a cheque for the total amount of the claim for distance travelled plus meals as indicated on a Town of Gambo Travel Claim

Breakfast may be claimed if you leave before 7:00 a.m.

Supper may be claimed if you arrive home after 6:00 p.m.

Meals may not be claimed where the cost of meals is included as part of another reimbursement item (i.e. conference fee)

Rates of Compensation:

1. Out of Town;

Accommodation:

Hotel /motel expenses: original receipts required.

Where possible, accommodations should be made in standard hotels/motels. Bookings and payment will be made beforehand, by the office, unless otherwise agreed upon.

Private accommodations: \$25 per night.

Registration:

When possible, bookings and payment will be made in advance, by the office, on all approved conferences or seminars. When applicable, registration fees will also be paid for spouses.

Meals:

No receipts required.



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Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$30.00

Transportation:

Personal Vehicle (in province): reimbursement rates shall be established at the provincial rates as determined on the first day of each fiscal quarter and will remain constant for the specific quarter.

Personal Vehicle (out of province): economy air fare.

Public Relations and Promotions:

The entertainment of prospective benefactors to the Town of Gambo will normally be approved beforehand by Council. In most cases, this entertainment will be done by the Mayor or his/her designate. A maximum of \$60.00, which includes the appropriate meal rate plus entertainment expenses, will be allowed per person without a receipt. The maximum number of guests is two. Expenses in excess of this will require receipts and rationale.

2. In Town

Meals:

Receipts and sufficient explanation of purpose is required.

Entertainment:

Receipts and sufficient explanation of purpose is required.

3. Quarterly Attendance of Regularly Scheduled Council and Committee Meetings:

In order to qualify for the travel allowance for councillors, a councillor must be in attendance at no less than 75% of the regularly scheduled council and committee meetings. This will pertain to in-person meetings only. Virtual attendance will not be considered as being in attendance for travel allowance only.

Remuneration shall be as follows:

1. Mayor - \$600 per quarterly
2. Deputy Mayor - \$300 per quarterly
3. Councillors - \$150 per quarterly

TRAVEL AFTER NORMAL WORKING HOURS

If an employee is travelling for the purpose of attending an upgrading course paid by the Town because it is mutually beneficial, no compensation will be paid after hours of work or travel as per the collective agreement.



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COST-SHARED TRAVEL

When travel is being cost-shared by another organization, payment will be made as per the travel policy of Town of Gambo, subject to proof of joint expenses.

CLAIM FORMS

Expense claims must be submitted using Town of Gambo Travel Expense Claim.

CLAIMANT (Print)		ADDRESS					TELEPHONE	
POSITION TITLE							SPECIAL NOTES	
MONTH: YEAR:		PURPOSE OF TRIP						
DATE	LOCATION	MEALS			LODGING	KILOMETRES		TOTAL FOR THE DAY
	WHERE EXPENSES OCCURRED	BREAKFAST	LUNCH	DINNER		KM'S	AMOUNT	
COLUMN TOTALS		\$	\$		\$	\$		\$
CLAIM TOTAL								\$

SIGNATURE OF CLAIMANT

SIGNATURE OF OFFICIAL APPROVING TRAVEL PAYMENT

I CERTIFY THAT THE ABOVE EXPENSES
INCURRED WERE APPLICABLE TO MY
WORK-RELATED ACTIVITIES

DATE

DATE APPROVED



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Town of Gambo Travel Expense Claim

Regular Expense Claim: a cheque for the total amount of claim as indicated on the Town of Gambo Travel Claim

Travel Advance Expense Claim: a cheque for the total amount of the claim for distance travelled plus meals as indicated on a Town of Gambo Travel Claim

Meals:

Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$30.00

Breakfast may be claimed if you leave before 7:00 a.m.

Supper may be claimed if you arrive home after 6:00 p.m.

Meals may not be claimed where the cost of meals is included as part of another reimbursement item (i.e. conference fee)

Kilometer rate: reimbursement rates shall be established at the provincial rates as determined on the first day of each fiscal quarter and will remain constant for the specific quarter.

Miscellaneous fee: Parking receipts required for reimbursement

Private Accommodations: \$25 per night

Hotel /Motel Expenses: Original receipts required

Distances for return travel:

Gambo to St. John's	630 kilometers
Gambo to Clarenville	220 kilometers
Gambo to Gander	100 kilometers
Gambo to Grand Falls-Windsor	284 kilometers
Gambo to Corner Brook	806 kilometers



Travel Policy

Reservations or Rights:

The Town of Gambo reserves the right to change, modify or cancel this policy at any time as it deems necessary.

This Policy replaces all previous travel claim policies of the Town of Gambo.

REVISION HISTORY:

Revision:	Resolution:	Change Made:	Date:
1	2023-04-03-106	Meeting travel allowance	April 3, 2023

Signature: 
Mayor

Date: May 3 / 2023

Signature: 
Town Clerk

Date: May 3rd / 2023