

EXPENSE CLAIM ALLOWANCE POLICY – FUNDY-ST. MARTINS

Authority: Council
Council Motion:
Date Approved: January 17, 2023

Purpose of Policy

To provide rates for expenses when out of office travelling for Fundy-St. Martins.

Policy Statement

1. When an Employee is requested to use his/her private vehicle, the following rates apply. The same rates apply when the Employee requests permission to use a personal vehicle and the Employer provided prior approval.

KILOMETRIC ALLOWANCE

Kilometric Level/fiscal year (Individual records of accumulated kilometers revert to zero on January 1 st of each year	Effective Jan 1, 2023
For each of the first 9,000 kms per year	\$.55
For each of the next 9,000 kms per year	\$.51
For each kilometer in excess of 18,000 kms per year	\$.45

MEALS ALLOWANCE

Effective Jan 1, 2023, meal allowance for those travelling on government business are as follows:

MEAL PERIOD	IN-PROVINCE	OUT OF PROVINCE
Breakfast (between 12 am-12 noon)	\$10.25	\$13.60
Lunch (between 12 noon -6:00 pm)	\$14.35	\$16.30
Dinner (between 6 pm – 12 am)	\$26.60	\$32.65
TOTAL DAILY ALLOWANCE	\$51.20	\$62.55

FOR OUT OF COUNTRY MEAL RATES: REFER TO NATIONAL JOINT COUNCIL – APPENDIX C – ALLOWANCES – MODULES 1, 2 AND 3

INCIDENTAL EXPENSES

Reimbursement is \$5.00 per night of travel status in Canada

	RESOLUTION	DATE
ADOPTED	<i>Shawn Brown</i>	<i>January 17, 2023</i>
AMENDED		

Shawn Brown