

Travel and Expense Policy for Elected Officials

Effective Date: October 7, 2025

Approving Authority: Fundy Albert Council

1. Purpose

The purpose of this policy is to provide clear direction for the reimbursement of necessary, actual, and reasonable expenses incurred by elected officials while representing the Municipality.

It is acknowledged that, from time to time, elected officials may incur expenses while carrying out their responsibilities. These expenses will be reimbursed provided they are reasonable, in the best interest of the Municipality, and appropriately documented.

2. Definitions

For the purposes of this Policy, the following definitions are provided:

- a. "CAO" refers to the Chief Administrative Officer of the Municipality.
- b. "Council" means the Council of the Municipality.
- c. "Councillor" refers to a Council member and includes the Mayor and Deputy Mayor, unless otherwise indicated.
- d. "Municipality" refers to the Village of Fundy Albert.

3. Travel Expenses

Travel should be planned in advance to take advantage of early booking discounts whenever possible. All travel must be pre-approved and budgeted before any bookings are made.

- Councillors must obtain approval from the Mayor.
- The Mayor must obtain approval from the CAO.

Once approval is obtained, the Fundy Albert Clerk will coordinate travel arrangements and registrations on behalf of council members.

3.1 Airfare

- Councillors must use the lowest logical airfare available.
- Airline tickets will be purchased using a municipal credit card to take advantage of travel insurance for flight cancellations, lost baggage, and medical emergencies.

- Any travel points associated with ticket purchases will be used by the Municipality to offset future travel costs.

3.2 Lodging

- Lodging must be selected based on the lowest reasonable cost while balancing proximity to the primary meeting or conference venue.
- Personal charges (e.g., in-room movies, minibar items) are not eligible for reimbursement.

3.3 Mileage

- Mileage must be submitted using the official expense claim form and must include the starting point, destination, and total kilometers driven.
- Reimbursement is provided only for the use of personal vehicles and only for travel deemed necessary while representing the Municipality.
- The Municipality adopts the Province of New Brunswick's mileage reimbursement rates in their entirety for consistency and clarity.
- Vehicle-related costs such as maintenance, tires, and repairs are not reimbursable, as they are considered included in the kilometric rate.
- When two or more individuals travel together in the same vehicle, only the driver (or one designated individual) may claim mileage reimbursement.

3.4 Meals

The Village follows the Provincial meal allowance rates. A daily meal allowance including taxes and gratuities may be claimed while travelling on Village business. Reimbursement will be based on actual costs with receipts, up to the following limits:

Meal Period	In-Province	Out-of-Province
Breakfast	\$12.18	\$16.01
Lunch	\$17.05	\$19.19
Dinner	\$31.59	\$38.45
TOTAL DAILY ALLOWANCE	\$60.82	\$73.65

Receipts must be submitted for all meal claims. Credit card slips alone are not sufficient. Claims without receipts will not be reimbursed unless a written justification is provided and approved.

3.5 Cell Phones

Council may fix each year a monthly amount to be used for a cell phone allowance for council members.

4. Hospitality Expenses

From time to time, elected officials may incur reasonable hospitality expenses related to the performance of their duties.

- Hospitality expenses over \$100.00, must be approved in advance by the Mayor.
- All hospitality expenses must be appropriately documented with itemized receipts.

5. Documentation Requirements

- All expense claims must be submitted with detailed, itemized receipts.
- Credit card slips alone are not acceptable as proof of purchase.
- Any missing documentation must be explained in the “Comments” section of the expense claim form.
- Claims without adequate documentation may be denied.
- Claims may be submitted monthly or on a quarterly basis to reduce administrative burden.

6. Verification and Approval

- Travel and expense claims for elected officials must be approved by the Mayor.
- Claims submitted by the Mayor must be reviewed and approved by the CAO.

7. Public Reporting and Budgeting

- Expenses incurred by elected officials will be published annually in the Village’s Annual Report, categorized by: mileage, accommodation, meals, incidentals, and other.
- Administration is responsible for recommending any necessary changes to the elected officials’ travel and expense budget during the annual budget deliberation process to ensure that officials can effectively represent the Municipality.

8. Policy Review

This policy will be reviewed every two years or as directed by Council to ensure its ongoing relevance and alignment with municipal best practices.

9. Contact Information

Village Office
61 Academy Street
Hillsborough, NB E4H 2R4
Phone: 506.734.3733
Email: clerk@fundyalbert.ca

Approval and Signatures

Mayor: _____

Clerk: _____

Date: _____



Village of Fundy Albert - Travel and Expense Reimbursement Form (Elected Officials)

Name:

Period Covered
(dates):

Date of Submission:

Mileage					
Date	Purpose of Travel	Starting Point	Destination	Kilometers	Total

Meals				
Date	Meal (Breakfast/Lunch/Dinner)	In-Province / Out-of-Province	Actual Cost	Total

Lodging					
Date	Location	Hotel/Accommodation	Nights	Cost per Night	Total

Hospitality

Date	Description of Event	Names of Guests / Purpose	Vendor	Cost	Approved By
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Claim Summary

Mileage \$

Meals \$

Lodging \$

<i>Breakfast</i>	<i>In-Province</i>	<i>12.18</i>	<i>Out-of-Province</i>	<i>16.01</i>
<i>Lunch</i>	<i>In-Province</i>	<i>17.05</i>	<i>Out-of-Province</i>	<i>19.19</i>
<i>Dinner</i>	<i>In-Province</i>	<i>31.59</i>	<i>Out-of-Province</i>	<i>38.45</i>
<i>TOTAL DAILY ALLOWANCE</i>	<i>In-Province</i>	<i>60.82</i>	<i>Out-of-Province</i>	<i>73.65</i>

Hospitality \$

**TOTAL CLAIM
AMOUNT** \$

Certification by Claimant:

I certify that the expenses claimed above were incurred while representing the Municipality and are in accordance with the Village of Fundy Albert Travel and Ex



Signature of Claimant:

Date:

Approved By (Mayor/CAO as applicable):

Date: