

Town of Small Point-Adams's Cove EXPENSE REIMBURSEMENT POLICY

Policy # 001/2026

Date of inception:

Amendments:

OBJECTIVE:

The Town of Small Point-Broad Cove-Blackhead-Adam's Cove (the town) recognizes that circumstances sometimes require staff and Council members to personally pay for goods and services acquired on behalf of the town or otherwise incur expenses in carrying out town business. This policy provides for the reimbursement of such purchases and expenses.

SCOPE:

This policy applies to all staff and council members who incur expenses on behalf of appropriate and required town business. Direct purchasing of town goods and services should be carried out to the extent possible by the town clerk. This policy relies on the goodwill and discretion of council and staff, providing the greatest possible flexibility, while at the same time allowing the town to meet its stewardship obligations.

KEY PRINCIPLES:

The town will reimburse out-of-pocket, town related business expenses that are:

- Legitimate, reasonable and appropriate for the town business undertaken.
- Supported by original receipts that specify the nature of the expense, the transaction amount and the completion of payment. *(Add notation as necessary to indicate the business function)*
- Itemized on the town's FF01 Expense Reimbursement Claim and signed by the claimant.

This regulation was passed and adopted by council on

Date: Feb 10, 2020

Signed: 

Policy # 001/2026