

Town of Small Point-Adams's Cove

TRAVEL EXPENSE POLICY

Policy # 006/2026

Date of inception:

Amendments:

OBJECTIVE:

The Town of Small Point-Broad Cove-Blackhead-Adam's Cove (the town), being a public body, recognizes that the travel policies in place at the Government of Newfoundland and Labrador (GNL) ensure that reasonable expenses related to necessary travel are appropriately reimbursed to those travelling on public sector business.

SCOPE:

This policy applies to Council members and staff who incur out-of-pocket expenses incurred for approved travel on Town business.

KEY PRINCIPLES:

Cost of meals will be reimbursed in accordance with GNL's Meal Rates Policy.

- Accommodations will be reimbursed in accordance with GNL's Travel Accommodations Policy.
- Use of personal vehicle will be reimbursed in accordance with GNL's policy, Automobile Reimbursement Rates for Using a Private Vehicle at Work.
- Miscellaneous expenses will be reimbursed in accordance with GNL's Miscellaneous Expenses Policy.
- Updated GNL policies to be retained by the Town Clerk for use in processing reimbursement requests for relevant expenses.
- These rates in effect unless negotiated otherwise by contract employees.

This regulation was passed and adopted by council on

Date: Feb 10, 2020

Signed: 

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