



# Town of St. Lawrence

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## TRAVEL AND EXPENSE POLICY MAYOR, COUNCILLORS, MANAGER AND ST. LAWRENCE VOLUNTEER FIRE DEPARTMENT

**Kevin Pittman**  
Mayor

Deputy Mayor  
**Michael Stacey**

**Rosalie Dupré**  
Councillor

**Ernie Lundrigan**  
Councillor

**Colleen Miller**  
Councillor

**Amanda Slaney**  
Councillor

**Amanda Edwards**  
Clerk/Manager

Approval Date:	February 1, 2011
Effective Date:	February 1, 2011
Latest Revision Date:	December 9, 2022

For the purpose of this Travel Expense Policy, staff members shall include non-union members.

### TRANSPORTATION

#### PERSONAL VEHICLE

Where a member must use his/her personal vehicle for travel on Council Business, he/she shall be reimbursed as per the Government rate for using private vehicle for work.

If parking fees are required, Council will pay \$15.00 per day, maximum of \$70.00 total.

#### TAXIS/PUBLIC TRANSIT

No reimbursement will be provided for taxis if reimbursement is made for private use of vehicle. If taxis are to be used when public transit is the mode of transportation, reimbursement will be for actual cost incurred. Receipts are necessary to support all claims.

### ACCOMMODATIONS

#### HOTEL, MOTELS, AND OTHER COMMERCIAL LODGES

Reimbursements shall be actual cost of single or double accommodation. Invoicing should be made directly to the Town, where possible

**PER DIEM**

Burin Peninsula trips \$30.00 per day plus mileage if using personal vehicle.

Off Peninsula trips:

Breakfast - \$14.00

Lunch - \$23.00

Supper - \$38.00

**Total of \$75.00 per day plus mileage if using personal vehicle**

**ST. LAWRENCE VOLUNTEER FIRE DEPARTMENT**

For the purpose of this Travel Expense Policy, SLVFD members shall include all active members of the department. Rates assigned to members shall be paid at the rate as outlined by the **NAPE LOCAL 9801 (Union Employees) Collective Agreement.**

**TRANSPORTATION**

**PERSONAL VEHICLE**

Where a member must use his/her personal vehicle for travel on St. Lawrence Fire Department Business he/she shall be reimbursed as per the Government rate for using private vehicle for work.

**ACCOMMODATIONS**

**HOTEL, MOTELS, AND OTHER COMMERCIAL LODGES**

Reimbursements shall be actual cost of single or double accommodation. Invoicing should be made directly to the Town, where possible.

**MAXIMUM RATE ALLOWABLE FOR MEALS**

For each full day on travel status, the maximum rate allowable for meals, inclusive of taxes and gratuities shall be as follows:

\$60.00 per day

Breakfast - \$14.00

Lunch - \$18.00

Dinner - \$28.00

For travel on St. Lawrence Fire Department Business for less than one (1) day, the appropriate meal allowance shall apply.

**REIMBURSEMENT**

Members given approval to travel may receive a travel advance, equal to the amount of the expense expected to be incurred.

Other cost associated with approved travel may be considered on individual basis. (ie: extended stays, emergencies, unexpected expenses)

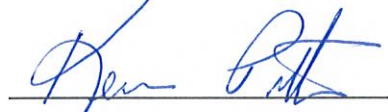
Members may receive travel advance for expenses by signing the travel claim form.

A claim shall be paid by Council cheque.

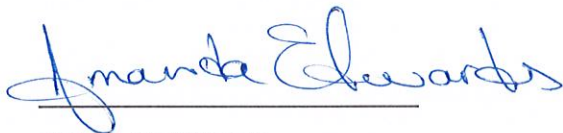
**Reference:**

Approved Motion 22-xxx (DATE)

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the TOWN OF ST. LAWRENCE.



MAYOR



TOWN MANAGER