



## **Travel & Hospitality Policy**

**Last Board Approval  
May 2016**

## Policy Statement

This policy has been designed to balance Develop Nova Scotia's need to contain costs and demonstrate prudence in the conduct of its activities and the employee's need for convenience when travelling on the Employer's business. These provisions provide for the reimbursement of reasonable expenses necessarily incurred while travelling on the Employer's business and do not constitute income or other compensation that would open the way for personal gain.

## Responsibility

All employees who submit travel expenses for reimbursement are stating that their request is consistent with this policy.

- All employees who approve a travel reimbursement request or travel approval request are attesting that the request is consistent with this policy and they have the appropriate authorization to approve the request.

## Accountability

### Management

Management has the responsibility for administering travel in accordance with the requirements of this policy. Specifically, management must:

- determine whether travel is necessary
- ensure that the selection and acquisition of related arrangements are consistent with the provisions of this policy
- where required, pre-authorize travel through the prescribed process
- verify and approve travel reimbursement requests

### Employee

The employee shall:

- obtain prior authorization to travel except where otherwise provided
- submit fully completed travel reimbursement requests as defined with necessary supporting documentation, including receipts and explanations as required
- submit claims within the appropriate timelines

Claims received 15 days after fiscal year-end will be reimbursed only when properly substantiated by the employee and when the Employer is of the opinion that the delay was justified.

The employee is responsible for becoming familiar with the provisions of this policy before departure.

Any fraudulent irregularity in the travel expense claim submitted by an employee, or any other misuse or misappropriation of public funds, may include, without limitations, disciplinary action, which may include termination.

## **Definitions**

### **Allowance**

An authorized amount that may be claimed in lieu of actual expenditures for specific items, such as mileage.

### **Business Hospitality**

Expenses incurred for receptions, shows, performances, or other functions that are not connected to an employee's traveling expense while on employer's business.

### **Commercial Accommodations**

Hotel/motel type of accommodation or similar commercial establishment that provides lodging at an established daily rate.

### **Continuous Travel**

Continuous travel time is considered to begin at the scheduled departure time of the first flight of a journey and end at the earlier of:

- arrival at the destination
- the beginning of an overnight stop
- the scheduled arrival time of the first inter-connecting flight(s) within the airlines minimum connecting time rules.

### **Employee**

Any person receiving a wage, salary, or other remuneration in return for services rendered to Develop Nova Scotia in connection with the Employer's business, but excluding those persons performing a service for a fee where the fee includes expenses.

### **Employer**

Develop Nova Scotia

### **Expense Claim Form**

The form used to submit a statement of expense claim for reimbursement.

## **Expenses**

The actual costs incurred, supported by proof of payment, up to the amount judged by the Employer to be reasonable, based upon experience of what such costs should be in the circumstances.

## **Headquarters Area**

The area within a 16-kilometre (10-mile) radius surrounding the actual building or other regular place of employment of the employee.

## **Incidental Expenses**

Includes items such as personal supplies and services, the costs of which can be attributed to a period in travel status, but for which no other reimbursement or allowance is provided under this directive.

## **Kilometrage / Mileage**

The distance actually travelled on the Employer's business.

## **International Travel**

Travel outside Canada.

## **Public Transportation**

All forms of transportation for which a fare is paid other than privately owned, rented, or chartered vehicles.

## **Transportation Expenses**

Includes commercial air, rail, automobile (private or rental), road, ferry and bridge tolls, and parking charges.

## **Travel Expense**

An expense actually and necessarily incurred by an employee in connection with travel on the Employer's business.

## **Travel Status**

Absence of the employee from his/her headquarters area on the Employer's business involving travel and/or accommodation with the approval of his/her supervisor.

## **Workplace**

The location at or from which an employee ordinarily performs the duties of his/her position including any vehicle or mobile equipment used or likely to be used by an employee in the course of performing his/her position. In the case of an employee whose duties are of an itinerant nature, it is the actual building to which the employee returns to prepare and/or submit reports, etc., and where other administrative matters pertaining to the employee's employment are conducted.

## Policy Objectives

Proper implementation of this policy will achieve the following objectives:

- educate employees who travel on the Employer’s business so that they clearly understand the government’s cost control objectives and how employees can help to achieve these
- provide a means to evaluate the effectiveness of the policy
- take advantage of technological advancements to further the aims of the Travel & Hospitality Policy
- all new employees and Board members will receive a copy of the Travel & Hospitality Policy as part of their orientation package and will be required to sign an acknowledgement of its receipt and that they have been given an overview of its content.

### Travel to/from Workplace at Unusual Hours

When an employee is required to report to work early or to remain/return at work after normal hours, the Employer may, as a direct consequence of the hour, authorize payment for the use of a taxi.

### Credit Cards

As a general practice, all employees who are required to travel on a regular basis, should use the corporate credit card. Personal credit cards may be used for payment of travel expenses provided that the travel expense claim is supported by an official itemized receipt or a voucher or invoice supplied by the establishment indicating the payment of the account.

### In-Province Travel

In-province travel (outside the headquarters area) must be pre-approved by a supervisor. The In-Province Travel Approval form is attached as Schedule A and can also be found on the server (brig).

### Out-of-Province Travel

All out-of-province travel shall be pre-authorized, and all travel plans must be reviewed prior to being authorized to determine consistency with organizational goals. The Out-of-Province Travel Approval form is attached as Schedule B and can also be found on the server (brig).

The following table outlines directives on out-of-province travel eligibility. These directives establish criteria for determining the number of staff who may travel when out-of-province travel is required.

Reason for Travel	Maximum Number of Staff
To attend conferences pertinent to an employee’s duties. All attendees must submit a written report to the CEO that summarizes the conference and the knowledge obtained	To be determined by the CEO
To attend events related to the employee’s work responsibilities when the travel costs are fully or significantly funded by an external organization	To be determined by the CEO

To receive training that is required by staff as a result of a new computer system or new duties when that training is not available locally at lower cost	To be determined by the CEO
To develop business opportunities	To be determined by the CEO

All requests for out-of-province travel shall contain the following information:

- the purpose and duration of the trip
- the location(s) to be visited
- the dates and times of arrival and departure
- any pre-paid transportation, meals, or accommodation
- the modes and classes of transportation authorized
- vehicle rental authorization, including size
- the type of accommodation, place, and daily rates
- meals, incidental expenses to be authorized, or whether actual and reasonable expenses for meals and incidentals will be reimbursed
- other legitimate expenses involved

**Expense Claim Request**

Travel expense claims for out-of-province travel shall contain an explanation on the travel expense reimbursement request whenever there are material changes from the pre-approved arrangements. In such cases, the expenditures shall be authorized by a person at the same level as would have been necessary for the original approval.

**Out-of-Country Travel Form**

For employees travelling out-of-country, it is their responsibility to complete the Out-of-Country Travel Form at least two weeks prior to travelling. The Form must be approved by the CEO. The Out-of-Country Travel Approval form is attached as Schedule C and can also be found on the server (brig).

**Meal Rates**

Meal rates paid shall be based on actual and reasonable costs and are applicable only if meals are not provided on a carrier or included in the cost of the hotel. Where meals are provided, the rates shall be reduced accordingly.

Meals taken during part days in travel status are reimbursed in accordance with actual and reasonable costs. Itemized receipts are mandatory. Any meal claim without an itemized receipt will be reimbursed at the per diem amount.

**Cell Phone Usage**

It is the employee’s responsibility to arrange a roaming package through the IT Manager for their cell phone prior to travelling out of country. Failure to do so will result in the employee covering additional charges to their bill.

## **Additional Medical Coverage**

Develop Nova Scotia employees who are engaged in work pursuant to their employment, which includes travelling on the Employer's business in any form of transportation, are insured under their Medavie Blue Cross (Worldwide Travel Benefits) policy. Additional travel medical insurance coverage purchased voluntarily is a personal expense, and premiums may not be claimed.

Employees on international travel shall be entitled to reimbursement of the cost of insurance to cover repairs or a replacement of lost or damaged luggage while travelling, except where such coverage is provided by the carrier.

## **Passports**

When an employee is required to undertake international travel on authorized Employer business, the employee shall make the necessary arrangements for obtaining an appropriate official passport or visa and any required inoculations, vaccinations, x-rays, and certificates of health at no expense to the Employer.

## **General Receipts**

Receipts must be obtained and submitted to support all travel expenditures, including transportation ticket stubs; pre-paid transportation and meals or accommodation shall also be noted.

The only expenses for which receipts are not required are as follows:

- parking meter
- claims for per diem meal allowances (unless otherwise specified)
- incidental expenses
- claims for car mileage or allowances

Where the employee certifies that the receipt was lost, accidentally destroyed, or unobtainable, a personal declaration may replace the receipt. Credit card transaction records are not acceptable as receipts.

## **Business Hospitality**

Claims for hospitality expenses must be reasonable and appropriate, given the circumstances, and authorized by the President & CEO.

## **Vacation Add-on**

The President & CEO may authorize an employee to combine a business journey with one taken for vacation or other personal reasons. All expenses relating to an employee's spouse are not allowable. The allowable travel expense will be limited to those actual, allowable costs that would have arisen if the journey had been made solely for business purposes and in no instance may exceed the most economical means of travel.

## **Authorizing Claims**

The President & CEO must have their travel request and travel reimbursement request authorized by the Chair of the Board or Chair of the Finance, Audit & Risk Management Committee. Staff claims must be authorized and approved by a supervisor. Board claims must be authorized by the Chair of the Board. Claims from the Board Chair

must be authorized by the Chair of the Finance, Audit & Risk Management Committee. A claimant may not authorize his/her own claims.

### **Commercial Transportation**

The selection of the mode, class and schedule of commercial transportation shall be made by the Employer on the basis of cost, convenience, and practicality. Where commercial transportation is authorized and used, the employee will be reimbursed the actual and reasonable costs upon evidence of payment.

The standard for air travel is economy class and this includes charters and other reduced fares. This rule may be varied only when an additional cost is justified by program-related reasons such as there being no less expensive class of air travel available and a delay in arrival is unacceptable. The use of a class more expensive than economy must be specifically authorized by the President & CEO. In all other instances, the lowest available airfares appropriate to particular itineraries shall be sought when making bookings. Discount and reduced fares shall be selected rather than full-fare economy when these rates are available.

### **Itineraries**

Itineraries should be arranged to provide for an overnight stop after continuous travel time of at least nine hours.

### **Taxis**

In general, the use of taxis should be confined to short trips in situations where it is not suitable or reasonable to use local public transportation. The points of departure and destination must be indicated.

### **Employee-Driven Vehicles Distance Limits**

The following guidelines have been developed, which are intended to support employee safety. Specific situations may require different approaches being taken. If an employee's destination is further than 450-kilometres away, the use of the employee-driven vehicle should not normally be authorized. However, when travel by commercial carrier presents significant inconvenience or is not deemed practical by the Employer in terms of overall costs, including salary and other expenses, an employee-driven vehicle may be authorized.

In the interest of safe driving, when employee-driven vehicles are authorized, employees should not normally be expected to drive more than:

- 300-kilometres after having worked a full-day
- 450-kilometres after having worked one-half day
- 600-kilometres on any day when the traveller has not worked

Payments in excess of those normally incurred, such as road, ferry, bridge, tunnel, tolls, and parking charges shall be reimbursed based upon receipts, where available. Drop-off charges shall not be reimbursed unless pre-authorized and may be authorized only where it is cost-beneficial.

### **Develop Nova Scotia Owned Vehicles Authorization**

A Develop Nova Scotia vehicle will not be driven by anyone other than an employee unless authorized by the supervisor. Persons authorized to drive vehicles must have a valid driver's license.



## **Carriage of Passengers**

Employees authorized to drive a Develop Nova Scotia owned vehicle must drive it themselves. There is no liability coverage for unauthorized drivers who would be personally liable in the event of an accident. Furthermore, passengers are not to be carried in a Develop Nova Scotia vehicles unless otherwise authorized by the driver's manager/supervisor.

## **Reimbursement for Expenses**

Expenses incurred in the use of Develop Nova Scotia owned vehicles are usually charged as they occur, using credit cards provided by the Employer. Where credit cards are not provided, an employee shall be reimbursed necessary disbursement made in connection with the operation of the vehicle, based upon receipts. Such expenses do not include parking fines or traffic violations, which are the responsibility of the employee, except in circumstances deemed to be unforeseen.

## **Personal Use**

Employees shall not use Develop Nova Scotia vehicles for personal travel.

## **Rental Vehicles**

The employee is responsible for the payment of rental costs where such is authorized for travel use. Such cost will be reimbursed to the employee upon receipt of their travel reimbursement request.

Employees using rental vehicles for work related purposes are required to use their corporate credit card to rent the vehicle. In situations where the employee does not have a corporate credit card and only travels infrequently, their supervisor may authorize the use of their personal credit card. Where reasonable and practical, only compact-sized vehicles shall be rented. Full-size or speciality vehicles may be authorized only when warranted by:

- the number of passengers to be carried
- the bulk of weight of the goods to be transported
- an extenuating circumstance

Where practical, round trips in excess of 450-kilometres, should be driven using a rental vehicles. Drop-off charges will not be reimbursed unless pre-authorized and may be authorized only where it is cost beneficial.

Other expenses incurred while operating a rental vehicles such as tolls and parking charges will be reimbursed upon receipts.

Develop Nova Scotia's automobile insurance policy covers damage to rented vehicles up to \$50,000. The policy also covers employees against claims for bodily injury or property damage to a third party. As such, employees should decline the covered offered when renting a vehicle while performing their duties on behalf of Develop Nova Scotia.

## **Privately Owned Vehicles**

### **Insurance**

To ensure that employees are adequately protected, privately owned vehicles used on the Employer's business shall, as a minimum, have basic insurance coverage. The employee is responsible for payment of their respective insurance premiums. When the use of a privately owned vehicles is authorized, the manager/supervisor must ensure that the employee is informed that the Employer assumes no financial responsibility beyond payment of the authorized kilometre (mileage) rate and that, in the event of an accident, the Employer assumes no responsibility for the deductible amounts related to comprehensive or collision coverage.

### **Reimbursement for Use**

When, for any authorized Employer business travel, an employee requests and the manager/supervisor agrees to the use of the employee's privately owned vehicle, the employee will be reimbursed for the appropriate rate for the actual distance driven on the Employer's business (see Schedule D for rates).

### **Kilometerage**

All employees should refer to the Kilometerage Rates and Transportation Allowances (see Schedule D) for information on kilometerage rates payable for the use of privately owned vehicles driven on authorized Employer business. Employees shall use only the most direct routes and shall claim only for distance necessarily driven on the Employer's business travel during the period claimed.

When an employee is using their personal vehicle, the mileage claim should be based on the distance from work to destination or home to destination, whichever is less.

### **Accommodation Reimbursement and Standards**

The President & CEO will authorize an employee to stay in establishments that are conveniently located and comfortably equipped. An employee will be reimbursed only the actual and reasonable expenses incurred for commercial accommodation authorized by the Employer, and proof of payment is required.

### **Private Accommodation**

Where the employee is required to be away overnight on the Employer's business and his/her supervisor has authorized the use of private overnight accommodation, the employee may be reimbursed to a maximum of \$40.00 per night.

### **Cancellations and Guaranteed Reservations**

When travel plans change and the accommodation will not be required, the employee shall ensure that reservations are cancelled directly with the commercial establishment(s). Proof of cancellation shall be obtained (i.e. cancellation number and agent's name).

### **Meals General**

All employees should refer to Schedule D for information on meal allowances.

### **Travel Status with Overnight Accommodation**

For each day or part day in travel status where overnight accommodation is authorized, an employee shall be paid a meal allowance for each breakfast, lunch, and dinner, when applicable, the meal was not provided free of cost to the employee or as part of the transportation cost.

When this allowance is paid, no additional amount may be claimed for meals, or for gratuities associated with meals.

### **Travel Status of Less Than One Day**

For travel status of less than one day, when a round trip journey generally takes place on the same calendar day, the appropriate meal expenses will be paid only where the Employer is satisfied that the employee was actually in a position to incur restaurant meal expenses and did not make other arrangements.

### **Meals Within Headquarters Area**

Meal expenses incurred within the headquarters area shall not be reimbursed except as otherwise provided for in the policy. Expenses incurred in connection with attendance at meetings or events that are of personal interest shall not be reimbursed.

In situations where employees who are required to work through or beyond normal meal hours and who are clearly placed in situations of having to spend more for the meal than would otherwise be the case, may be reimbursed based on receipts, within the limits indicated in Schedule D, or when circumstances dictate, actual and reasonable expenses may be reasonably reimbursed when employees are placed in situations where a meal is of exceptionally high or low cost in the following circumstances:

- when employees are required to attend conferences, seminars, meetings, or public hearings at which weekend sessions are scheduled
- when employees are required to attend formal full-day conferences, seminars, meetings, or hearings and where meals are an integral part of the proceedings
- when intensive task force or committee studies are enhanced by keeping participants together over a normal meal
- other exceptional situations resulting directly from an employee's duties where the reimbursement of meal expenses is clearly reasonable and justifiable

### **High Meal Cost Situations**

The daily amounts authorized for meal allowances while travelling on the Employer's business inside the province provide an adequate allowance. Only where an employee is exposed to unusually high costs within the province will be employee be reimbursed his/her actual receipted costs per individual meal that exceed the per diem to the extent that the expenses claimed are reasonable and justifiable in the circumstances. Meal claims shall be on an individual basis over the course of a day. If an employee is seeking reimbursement of receipted meal (within or outside of the province), they must submit receipts for all meals they are seeking reimbursement for on that day.

## **Meals Provided**

Throughout the total period in travel status, deductions from the per diem meal rates shall be made in respect of meals provided, such as meals served by a carrier en-route, or meals included in conference registration fees or accommodations costs.

Employees whose religious beliefs or medical requirements prohibit them from consuming certain foods, should be aware that appropriate meals can normally be obtained from caterers and air carriers, provided that adequate advance notice of a special requirement is given.

## **Incidentals and Other Expenses**

Reasonable expenses incurred by an employee on the business of the Employer may be reimbursed by the Employer subject to the Employer's approval. In addition, where an employee is travelling on the Employer's business and overnight commercial accommodations have been authorized and used, the employee will be reimbursed an allowance of \$5.00 per day to cover miscellaneous out-of-pocket expenses.

## **Tips and Gratuities**

When claiming per diem meals, tips and gratuities are provided for in the per diem amount. When claiming receipted meals, tips and gratuities up to 15% of the allowable meal amount may be claimed provided the amount is included on the receipt.

## **Illness, Accident, or Family Emergency**

When, in the opinion of the attending physician, an employee's condition resulting from illness or injury while in travel status warrants the presence of the next of kin or a representative of the family, actual and reasonable transportation and accommodation expenses may be paid with the approval of the President & CEO.

## **Monitoring**

The President & CEO is responsible for ensuring monitoring procedures are established to determine compliance with the Travel Policy

A presentation of the Travel & Hospitality Policy will be made annually at an all-staff meeting. This meeting will provide an overview of the Policy and offer an opportunity for staff to ask questions. In concert with staff feedback and management's observations, annual consideration will be given to any policy amendments that may be deemed appropriate.

Additionally, all new staff and Board members will receive a copy of the Travel Policy as part of their orientation package and will be required to sign an acknowledgement of its receipt and that they have been given an overview of its contents.

In Province Travel Approval  
(To be completed prior to making travel arrangements)

Name	Title
Date of Travel	Destination
Purpose / Objective of Travel	

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

### Out of Province Travel Approval (To be completed prior to making travel arrangements)

<b>Name</b>	<b>Title</b>
<b>Date of Travel</b>	<b>Destination</b>
<b>Purpose / Objective of Travel</b>	
<b>No. of Develop Nova Scotia employees attending</b>	
<b>If more than one person attending, please explain:</b>	

#### Estimated Costs

Details	Individual Cost	Group Cost	Comments
Fees (Registration, etc.)			
Transportation (Mode)			
Accommodation			
Meals			
Other (Specify)			
<b>Total</b>			

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**Note:**

If this is out-of-country travel, the attached Out-of-Country Travel Approval form must be completed, approved by the President & CEO.

To be completed following travel:

Following travel, all attendees must submit a written report to the President & CEO that summarizes the conference and the knowledge obtained. This report must be signed off by both the employee and President & CEO.

Summary of conference and knowledge obtained:

(If more space required, report may be submitted as an attachment)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
President & CEO

\_\_\_\_\_  
Date

## OUT-OF-COUNTRY TRAVEL APPROVAL

### Section A - Description of Activity

<b>Department</b>			
<b>Name</b>		<b>Title</b>	
<b>Purpose/Objective of Travel</b>			
<b>Date of Travel</b>		<b>Destination</b>	

### Nature of Meeting

<input type="checkbox"/>	<b>Federal-Provincial</b>	<input type="checkbox"/>	<b>Training/Development</b>	<input type="checkbox"/>	<b>Business Development</b>
<input type="checkbox"/>	<b>Conference</b>	<input type="checkbox"/>	<b>Audit</b>	<input type="checkbox"/>	<b>Annual Meeting</b>
<input type="checkbox"/>	<b>Other(describe)</b>				
<b>Are you a presenter at this meeting?</b>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are you the department's official representative at this meeting?</b>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>How many other department officials will be in attendance, if any?</b>					
<b>If more than one person attending this meeting, please explain</b>					
<b>Anticipated Outcomes from meeting</b>					
<b>Implications of not travelling</b>					

### Government Initiatives Supported

<b>External Partners</b>	
<b>Contacts</b>	



**Section B - Financial Information**

NAME	TITLE	Business Area	Cost Centre	Cost Element	OUT-OF-PROV. TRAVEL BUDGET AVAILABLE
1					
2					
3					
4					
5					
6					
7					
ESTIMATED COSTS					
DETAILS	INDIVIDUAL COST	GROUP COST	RECOVERIES	COMMENTS	
FEES (Registration etc.)					
TRANSPORTATION					
ACCOMMODATION					
MEALS					
OTHER (Specify)					
TOTAL					

Date

Employee Signature

\_\_\_\_\_

\_\_\_\_\_

<p><b>Approved by:</b></p> <p>_____</p> <p>President &amp; CEO</p> <p>_____</p> <p>Date</p>
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### Mileage

An employee must be paid in accordance with the rates set out in the following table for all kilometers driven in connection with employment:

\$0.4585/km (as of April 1, 2019)

The per diem claimable for each meal (which is interpreted as the actual amount expended up to the maximum rate inclusive of taxes and gratuities) is set out as follows:

Breakfast per diem	\$8.00
Lunch (mid-day) per diem	\$15.00
Dinner (evening) per diem	\$20.00

### Breakfast

The cost of breakfast may be claimed only when the employee has been travelling on the Employer's business for more than one hour before the recognized time for the start of the day's work.

### Dinner

The cost of the evening meal may be claimed when the employee is not expected to return to his or her residence before 6:30 pm.

### General

The per diems claimable for meals while travelling on the Employer's business provide an adequate allowance for each day. Employees travelling on the Employer's business within the province will be reimbursed his/her receipted costs per individual meal that exceed the per diem only when an employee is exposed to unusually high costs and the expenses claimed are reasonable and justifiable in the circumstances. Meal claims shall be on an individual meal basis over the course of a day.

Employees travelling outside the province are permitted to request an advance of expected costs for meals and incidentals at the current per diem rates, based on the appropriate travel form. The employee should complete, and have their supervisor sign, the Travel Advance Request form (available on brig) and submit to the Accounting Manager at least ten (10) days before the first day of travel to allow adequate time for processing the payment.