

TOWN OF FLORENCEVILLE-BRISTOL
ADVANCING TRAVEL COSTS POLICY

POLICY NO. 07

Category:	Finance
Policy Number:	07
Effective Date:	April 12, 2022
Approval by Council:	April 12, 2022
Supersedes:	March 12, 2019
Amended:	April 12, 2022

The following information is to promote understanding of the terms, conditions, rules and regulations governing the Town of Florenceville-Bristol Advancing Travel Costs Policy.

1. PURPOSE:

The purpose of this policy is to outline the Town of Florenceville-Bristol's position on advancing travel costs to employees when they go for job-related training, meetings and conferences and do not have sufficient funds to cover the costs themselves, prior to reimbursement.

2. BASIC STATEMENT:

Employees are periodically required to travel on municipal business, and it is the Town's desire to provide its employees with suitable accommodations, proper meals and transportation at a reasonable cost. As per the Town's Human Resource Policy, employees are asked to submit their expense form and detailed receipts for reimbursement to the Treasurer upon completion of the job-related training, meetings and conferences. When an employee is unable to cover these up-front costs, they may make a request to the Chief Administrative Officer for a cash advance.

3. APPROVAL:

Prior to being issued, all cash advancements must be approved by the Chief Administrative Officer. It will be the employee's responsibility to inform the Chief Administrative Officer that they do not have sufficient funds to cover the travel costs and request in writing an advance.

4. ACCOMMODATIONS:

The Town will not provide an advance on accommodations. Accommodations will be booked through the Town office and charged to the Town credit card and/or the motel/hotel will bill the Town directly.

5. MILEAGE:

The Town will provide an advance for mileage, toll and parking costs, up to \$150 per day and based on the employee’s destination. Detailed receipts and an Expense Form must be submitted upon the employee’s return to work and any excess returned or paid out immediately. Employees who use their own personal vehicle for out-of-town municipal business purposes will be reimbursed at the municipal rate as per the Town’s Human Resource Policy.

6. MEALS:

The Town will pay for meals in advance, up to the maximums outlined in the Town’s Human Resource Policy and Expense form. Detailed receipts and an Expense Form must be submitted upon the employee’s return to work and any excess returned or paid out immediately. On occasion, the Town may require employees to attend conferences or events that are held at locations where meals cannot be purchased within the above limits. In these cases, the supervisor may approve an expense in excess of the maximums outlined above if they deem it appropriate.

7. INELIGIBLE EXPENSES:

The Town will not pay expenses that are submitted which are considered of personal nature such as alcohol or personal entertainment.

Certification for Town of Florenceville-Bristol Policy Manual:	
I certify that this <i>Advancing Travel Costs Policy</i> , as indicated above was adopted by Council.	
_____	<u>April 12, 2022</u>
Mayor	Date of Council Resolution
_____	<u>April 12, 2022</u>
Clerk	Date Policy in Effect