

Town of Stratford – Council Policy			
<b>Name:</b>	<b>Travel and Meal Allowance Policy with Amendments</b>	<b>Policy Number: 2010-FA-01 (tab 6)</b>	
<b>Committee:</b>	<b>Finance and Technology</b>	<b>Approved Amended</b>	<b>March 10, 2010 May 10, 2023</b>

**1. Purpose**

The purpose of this policy is to establish acceptable measures to reimburse Town officials and employees for travel and meal expenses.

**2. Applicability**

This policy applies to all employees and Council Members of the Town of Stratford.

**3. Local Travel**

A vehicle has been purchased by the Town of Stratford for the use of staff and Council for work related local travel. The vehicle is the first option of consideration for employees to use for local travel. The vehicle is to be signed out using the sign in/out book located at reception. Drivers must provide a valid drivers license to the Town's insurance provider to be able to drive the vehicle.

If the vehicle is unavailable or already signed out, the employee may use their own vehicle and the employee has two choices for the claiming of mileage while driving their own vehicle.

- a) A \$8.00/day flat fee (amended May 10/23).** This fee is a taxable benefit and will show on the employees T4 at the end of the year.
- b) A per km rate based on the provincial government monthly per km rate.**

**4. Out of Province Travel**

Employees are encouraged to rent a vehicle for out of province travel where cost effective within the Maritimes. For a list of current rates and suppliers, please contact the Director of Finance and Technology.

If an employee takes their own vehicle for out of province travel, they will be reimbursed at the per km monthly rate used by the provincial government.

**5. Meal Allowance**

Employees will be reimbursed for meals while traveling as follows:

- **\$20.00 per day for breakfast (amended May 10/23)**
- **\$25.00 per day for lunch (amended May 10/23)**
- **\$45.00 per day for supper (amended May 10/23)**