TOWN OF SUSSEX POLICY

Subject TRAVEL AND MEAL ALLOWANCE		*Number* P-2
Date MAY 16, 2022	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* AUGUST 20, 1990
Signature	*Date of Revision* MAY 9, 2022	PAGE 1/3

The following Travel and Meal Allowance Policy is applicable for all employees of the Town.

1. MEAL ALLOWANCE

1.1 OUTSIDE OF TOWN ON BUSINESS AND/OR TRAINING COURSES

An employee shall be reimbursed for meals, not covered by any other means on Town business and/or training courses at the same meal rate for breakfast, dinner and supper as established, from time to time, by the National Joint Council Appendix 'C' – Allowances – Modules 1, 2 and 3, inclusive of taxes and reasonable gratuity.

1.2 IN TOWN BUSINESS

An employee who works prior to or beyond the employees normal hours of work shall be entitled to a meal allowance in accordance with the Town's policy on meal allowances provided that:

- an employee completes two (2) hours of continuous overtime hours beyond the employees normal hours of work and continues to work at the employers request;
- an employee completes an additional four (4) hours of continuous overtime beyond the initial two (2) hours of overtime following the employees normal hours of work and continues to work at the employers request; and
- an employee completes three (3) hours of continuous overtime prior to the employees normal hours of work.

TOWN OF SUSSEX POLICY

Subject		Number
TRAVEL AND MEAL ALLOWANCE		P-2
Date MAY 16, 2022	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* AUGUST 20, 1990
Signature	*Date of Revision* MAY 9, 2022	PAGE 2/3

2. KILOMETRIC ALLOWANCE

2.1 When an employee is requested to use his/her private vehicle by the Town, the rate per kilometrage shall be based on the same rate as established by the Province of New Brunswick Travel Policy AD-2801, Appendix A – Kilometric Allowance, for, for each of the first 8,000 kilometres travelled in a current calendar year.

2.2 The kilometric allowance for employees who choose to use a personal vehicle, other than the mode of transportation determined by management, shall be compensated at one half of the kilometrage rate established in section 2.1.

3. TRAVEL ALLOWANCE

Management will choose the most efficient and economic mode of transportation for an employee to attend to Town business and/or training course(s).

An employee may request, in writing, permission to use a personal vehicle other than the mode of transportation determined by management, specifying the reasons and if approved by management the employee will be reimbursed in accordance with Section 2.2 of the Kilometric Allowance.

TOWN OF SUSSEX POLICY

Subject		Number
TRAVEL AND MEAL ALLOWANCE		P-2
Date MAY 16, 2022	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* AUGUST 20, 1990
Signature	*Date of Revision* MAY 9, 2022	PAGE 3/3

4. INSURANCE

4.1 The Town of Sussex does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles.

4.2 Employees using a privately owned automobile for Town business are responsible for proper insurance and payment of insurance premiums for such use.

4.3 Employees using a privately owned automobile for towing and/or transporting Town owned equipment are responsible to ensure that their vehicle has proper insurance and the Town will pay the differential insurance premium for such use.

5. TOWN VEHICLES

The Town of Sussex will permit the Director of Public Works, Superintendent of Works and Water and Sewer Foreman to have a Town owned vehicle at home to use for Town business subject to Canada Revenue Agency taxation rules and subject to the direction of the Chief Administrative Officer.

Appendix A - Allowances

TOP

Kilometric allowance

When an Employee is requested to use his/her private vehicle, the following rates apply. The same rates apply when the Employee requests permission to use a personal vehicle and the Employer provided prior approval.

Kilometric level/fiscal year (Individual records of accumulated kilometers revert to zero on April 1st of each year)	Effective May 1, 2023
For each of the first 8,000 kilometers per year	$.57
For each of the next 8,000 kilometers per year	$.52
For each kilometer in excess of 16,000 kilometers per year	$.45

Effective Date: April 1, 2023

Seventy-five percent (75%) of the meal and incidental allowances shall be paid starting on the 31st consecutive calendar day and fifty percent (50%) of the meal allowance on the 121st consecutive calendar day of travel status at the same location when corporate residences or apartment hotels are available to a traveller in the area surrounding the workplace, or when the traveller chooses to stay in private accommodation.

	Canadian $ (taxes included)			
	Canada & USA	**Yukon & Alaska**	**N.W.T.**	**Nunavut**
1. Canada				
1.1 Private non-commercial accommodation allowance				
Day 1–120	50.00	50.00	50.00	50.00
Day 121 onward	*25.00*	*25.00*	*25.00*	*25.00*
1.2 Meal allowances				
breakfast - 100% (up to 30th day)	23.60*	24.35	26.80	29.60
breakfast - 75% (31st to 120th day)	*17.70**	*18.25*	*20.10*	*22.20*
breakfast – 50% (121st day onward)	*11.80**	*12.20*	*13.40*	*14.80*
lunch - 100% (up to 30th day)	23.90*	22.35	32.55	35.90
lunch - 75% (31st to 120th day)	17.95*	*16.75*	*24.40*	*26.95*
lunch – 50% (121st day onward)	*11.95**	*11.20*	*16.30*	*17.95*
dinner - 100% (up to 30th day)	58.60*	64.45	69.60	95.65
dinner - 75% (31st to 120th day)	43.95*	*48.35*	52.20	71.75
dinner – 50% (121st day onward)	*29.30**	32.25	34.80	*47.85*

	Canadian $ (taxes included)			
	Canada & USA	**Yukon & Alaska**	**N.W.T.**	**Nunavut**
Meal allowance total – 100% (up to 30th day)	106.10*	111.15	128.95	161.15
Meal allowance total – 75% (31st to 120th day)	*79.60**	*83.35*	*96.70*	*120.90*
Meal allowance total – 50% (121st day onward)	*53.05**	*55.65*	*64.50*	*80.60*