



TRAVEL & HOSPITALITY POLICY

POLICY NO. 2026-05 SUNBURY-YORK SOUTH RURAL COMMUNITY (SYSRC)

This policy complements the **Purchasing Policy** and the **Credit Card Policy** of the Rural Community of Sunbury-York South. It establishes clear, consistent, and accountable rules governing business travel and hospitality expenditures made on behalf of the Municipality.

1. Purpose

- 1.1. The purpose of this policy is to:
 - 1.1.1. Ensure that travel and hospitality expenses are **necessary, reasonable, and cost-effective;**
 - 1.1.2. Promote **transparency, accountability, and stewardship of public funds;**
 - 1.1.3. Clarify roles, responsibilities, and approval requirements;
 - 1.1.4. Support municipal business needs while minimizing risk and financial exposure;
 - 1.1.5. Align with applicable legislation, trade agreements, and municipal policies.

2. Scope and Application

- 2.1. This policy applies to:
 - 2.1.1. All **municipal employees;**
 - 2.1.2. Members of **Council;**
 - 2.1.3. Consultants, volunteers, or representatives **authorized to incur travel or hospitality expenses** on behalf of the Municipality.
- 2.2. It applies to all travel and hospitality expenses incurred for **municipal business**, whether paid by personal funds (and reimbursed), municipal credit card, or other approved payment methods.

3. Guiding Principles

- 3.1. Travel and hospitality expenditures must be:
 - 3.1.1. **Necessary** to achieve municipal objectives;
 - 3.1.2. **Prudent and economical**, reflecting what a reasonable person would spend in similar circumstances;
 - 3.1.3. **Compliant** with the Purchasing Policy, Credit Card Policy, and New Brunswick Public Procurement Act;
 - 3.1.4. **Properly authorized, documented, and auditable**;
 - 3.1.5. **Free from personal benefit** or appearance of favoritism.

4. Definitions

- 4.1. **Business Travel**: Travel undertaken to conduct approved municipal business away from the employee's normal place of work.
- 4.2. **Hospitality**: The provision of food, beverages, accommodation, or related amenities to support municipal business, official functions, or community relations.
- 4.3. **Claimant**: Any individual seeking reimbursement or approval for travel or hospitality expenses.

5. Authorization and Approval

5.1. General Authorization

- 5.1.1. All travel and hospitality must be **approved in advance**, except in emergencies.
- 5.1.2. Authorization levels follow the **Purchasing Policy and Annex A**, based on estimated cost and budget status.

5.2. Approval Authority

- 5.2.1. **Employees**: Approved by the Senior Administrator or delegate.
- 5.2.2. **Senior Administrator**: Approved by the Mayor or Council (as appropriate).
- 5.2.3. **Council Members**: Approved by Council resolution or established Council practices.

6. Eligible Travel Expenses

- 6.1. Reimbursable expenses, when pre-approved and supported by original receipts, may include:
 - 6.1.1. Transportation (economy airfare, rail, bus, taxi, rideshare);
 - 6.1.2. Use of personal vehicle (reimbursed at the provincially or municipally approved mileage rate);
 - 6.1.3. Vehicle rental (economy or mid-size class only);
 - 6.1.4. Accommodation (standard room at reasonable commercial rates);
 - 6.1.5. Meals while in authorized travel status;
 - 6.1.6. Parking and tolls;
 - 6.1.7. Conference or training registration fees (when approved separately or included in travel approval).

7. Non-Eligible Travel Expenses

- 7.1. The following are not reimbursable:
 - 7.1.1. Personal or recreational travel costs;
 - 7.1.2. Luxury accommodation or upgrades;
 - 7.1.3. Alcohol (unless specifically permitted under an approved hospitality event);
 - 7.1.4. Fines, penalties, traffic violations;
 - 7.1.5. Expenses incurred due to negligence or personal choice.
 - 7.1.6. Expenses that may be covered by a third party (ie: Meals paid for by a conference or association)

8. Meals and Per Diems

- 8.1. Meals must be **reasonable and moderate**.
- 8.2. Where daily or per-meal limits are established by administration, reimbursement shall not exceed those limits.
- 8.3. When meals are included in conference or event fees, **no additional meal claim is permitted**

9. Hospitality Expenses

- 9.1. Hospitality may be provided when it:
 - 9.1.1. Directly supports municipal business objectives;
 - 9.1.2. Advances community relations, economic development, or official municipal functions;
 - 9.1.3. Is **appropriate in scale, cost, and frequency**.
 - 9.1.4. Is approved by council in advance
- 9.2. Examples of hospitality include:
 - 9.2.1. Meetings with external partners or stakeholders;
 - 9.2.2. Official receptions or municipal events;
 - 9.2.3. Hosting delegations or visiting officials.
- 9.3. Restrictions
 - 9.3.1. Hospitality must **never serve as personal benefit** to employees or officials.
 - 9.3.2. Alcohol is permissible **only when explicitly approved in advance** and must be reasonable and limited.
 - 9.3.3. Hospitality expenses must not be used to influence procurement decisions.

10. Payment Methods

- 10.1. Whenever practical, expenses should be paid using an approved **municipal credit card**, in compliance with the Credit Card Policy.
- 10.2. Personal funds may be used only when card use is not available or appropriate; reimbursement requires original detailed receipts.
- 10.3. All expenses must comply with procurement thresholds and **must not be split** to avoid approval or tendering requirements.

11. Documentation and Reimbursement

- 11.1. Original, itemized receipts are **mandatory**.
- 11.2. Claims must include a clear business purpose and list of attendees (for hospitality).
- 11.3. Expense claims must be submitted monthly to Finance.
- 11.4. Incomplete or non-compliant claims may be rejected.

12. Exceptions and Emergencies


- 12.1. Emergency travel or hospitality expenses may be incurred where immediate action is required.
- 12.2. Such expenses must be reported and justified as soon as possible and approved retroactively by the appropriate authority, consistent with the Purchasing Policy.

13. Compliance and Audit

- 13.1. All travel and hospitality expenses are subject to **review, monitoring, and audit.**
- 13.2. Non-compliance may result in reimbursement obligations, disciplinary action, or other corrective measures.

14. Interpretation and Amendments

- 14.1. The Rural Community of Sunbury-York South reserves the right to interpret and apply this policy in alignment with its objectives.
- 14.2. This policy may be amended by resolution of Council.

Effective date: 27/4/2026
Approved by: 

GNB – example of thresholds for reimbursement. It is understood that this policy is to use the latest version of the tables below.

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 <small>(Individual records of accumulated kilometers revert to zero on April 1st of each year)</small>	Effective April 1, 2025
For each of the first 8,000 kilometers per year	\$.58
For each of the next 8,000 kilometers per year	\$.53
For each kilometer in excess of 16,000 kilometers per year	\$.46

Meals allowance

Effective April 1, 2025, meal allowances for those traveling on government business are as follows:

Meal Period	In-province	Out-of-province
Breakfast (between 12:00 a.m. and 12:00 noon)	\$12.18	\$16.01
Lunch (between 12:00 noon and 6:00 p.m.)	\$17.05	\$19.19
Dinner (between 6 p.m. and 12:00 a.m.)	\$31.59	\$38.45
TOTAL DAILY ALLOWANCE	\$60.82	\$73.65

