



Town of Happy Valley-Goose Bay
Policy Statement

Index: Finance		Policy Number: F0017	
Approved Date: October 30, 2000	Effective Date: November 25, 2014	Revision Date: November 25, 2014	
Authority: 11th Council of the Town of Happy Valley-Goose Bay			Page 1 of 1

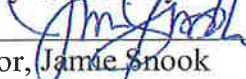
TOPIC: TRAVEL REQUIREMENTS

Policy Statement:

1. Travel requirements are to be shared equally with local travel agencies.
2. Per Diem rate be \$75.00 per day within the province for meals and incidentals and \$100 per day outside the province effective immediately. The daily rate for non-commercial private accommodations is \$50.00 per day.
3. Wage replacement- the Councillor must have a current pay stub on file with the Town Clerk and present a letter and/or approved Leave Request Form from his/her employer stating the number of days off in lieu of pay and daily rate of pay, up to a maximum of \$250.00 per day.
4. The town Councillor of Happy Valley-Goose Bay shall be reimbursed for lost wages or annual leave taken to attend Council functions, up to a maximum of \$250.00 per day.

Meal Rates	Breakfast	Lunch	Supper	Incidentals	Total
In Province	\$15.00	\$20.00	\$30.00	\$10.00	\$75.00
Out of Province	\$20.00	\$30.00	\$40.00	\$10.00	\$100.00
Mileage per KM as per the Provincial Government Rate					

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.



Mayor, Jamie Snook



Town Clerk, Hayward Broomfield