



Policy

Policy Title:	Travel	
Applies To:	Team Members	
Related Procedure(s):	NSHA AD-FIN-005.01 Travel	
Approved:	Effective:	Next Review:
Jan. 25, 2018	Feb. 1, 2021	Jan. 25, 2022
Sponsor:	Director, Corporate Accounting	
Approval Authority:	VP, Corporate Services and Infrastructure and CFO Executive Leadership Team Board of Directors	

Number: AD-FIN-005	Manual: Administrative
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DEFINITIONS

Allowance/Per Diem	An authorized amount that may be claimed in lieu of actual receipts for specific items, such as mileage or meals.
Expenses	The actual costs incurred, supported by proof of payment, up to the amount judged by Nova Scotia Health to be reasonable, based

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	upon experience of what such costs should be in the circumstances.
Immediate Supervisor/Manager	The individual responsible to supervise and/or manage a Team Member, or physician, and/or group of Team Members/physicians, including supervisors, managers, directors, senior directors, executive directors, VPs, and physician leads.
Nova Scotia Health Team Members	Unless specifically limited by a certain policy, refers to all employees, physicians, learners, volunteers, board members, contractors, contract workers, franchise employees, and those with affiliated appointments and other individuals performing activities within Nova Scotia Health.
Travel Expense	An expense actually and necessarily incurred by a Team Member in connection with travel on the Employer's business.

PRINCIPLES AND VALUES

This policy is guided by Nova Scotia Health's commitment to containing costs, balanced with our Team Members' need for convenience when travelling on Nova Scotia Health business.

POLICY STATEMENTS

1. Nova Scotia Health reimburses only those reasonable Expenses necessarily incurred while travelling on Nova Scotia Health business. These Expenses do not constitute income or other compensation that would open the way for personal gain.
2. All Expenses must be the most economical, cost efficient option unless otherwise expressly permitted in this policy.
3. This policy applies to all Nova Scotia Health Team Members, travelling on Nova Scotia Health business, including for approved education or training, unless a collective bargaining agreement references other applicable policy for purposes of that collective agreement. It does not apply to those Team Members whose travel is governed by other organizations.
4. The President and Chief Executive Officer (CEO), through application of this policy, ensures there is an approval process to ensure all expense claims are properly prepared, documented, and approved.
5. A minimum of Director approval is required on all out of province travel requests. The Immediate Supervisor/Manager of Directors or above who are travelling out of province is responsible to approve their travel.
6. A minimum of Senior Director approval is required on all out of country travel requests. The Immediate Supervisor/Manager of Senior Directors or above who are travelling out of country is responsible to approve their travel.
7. Travel Expense claims for the Board of Directors are approved by the VP, Corporate Services, Infrastructure, and CFO.

8. All Team Members confirm, through submission of their Travel Expenses for reimbursement, that their request is consistent with this policy.
9. All Team Members who approve a travel reimbursement request or travel approval request confirm, through their approval of such request, that the request is consistent with this policy and that they have the appropriate authorization to approve the request.
10. Fraudulent Claims
 - 10.1. Any Travel Expense claim submitted for reimbursement for any expense that was not incurred in accordance with this policy, or any fraudulent or other misuse or misappropriation of public funds, may result in disciplinary action, including but not limited to, termination.
 - 10.2. A manager must consult with their respective Director and People Services Director prior to administering disciplinary action.

REFERENCES

Legislation

Health Authorities Act, Statutes of Nova Scotia. (2014, c.32). Retrieved from the Nova Scotia Legislature website:

<https://nslegislature.ca/sites/default/files/legc/statutes/health%20authorities.pdf>

RELATED DOCUMENTS

Procedures

[NSHA AD-FIN-005.01 Travel](#)

Forms

[Finance Forms for Travel](#)

[Link to Vehicle Rental Process](#)

Appendices

[Appendix A – Nova Scotia Health Authority Kilometrage Rates and Meal Allowances](#)

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Appendix A: Nova Scotia Health Authority Kilometrage Rates and Meal Allowances

Kilometrage Rates

Unless set by a collective agreement, the rates payable in cents per kilometre for the use of privately owned vehicles are adjusted annually on April 1 to align with provincial government rates. This rate will be maintained on the "Travel Expense Claim Form." Kilometres will be reimbursed at the full provincial government rate for the first 400 km of the total Round Trip Kilometrage. Any kilometres over the 400 threshold will be reimbursed at a reduced rate of \$0.25 per kilometer.

Meal Allowances

In Province

Breakfast Per Diem	\$8.00
Lunch (mid-day) Per Diem	\$15.00
Dinner (evening) Per Diem	\$20.00

Breakfast

The cost of breakfast may be claimed only when the Team Member has lodged in a location other than their home.

Dinner

The cost of the evening meal may be claimed when the Team Member is not expected to return to their home before 6:30 pm.

General

The Per Diems claimable for meals while travelling on Nova Scotia Health's business provide an adequate Allowance for each day. Team Members travelling on Nova Scotia Health's business within the province will be reimbursed their receipted costs per individual meal that exceed the Per Diem only when a Team Member is exposed to unusually high costs and the Expenses claimed are reasonable and justifiable in the circumstances. Meal claims will be on an individual meal basis over the course of a day.

Out of Province/Out of Country

Meals are reimbursed for the receipted cost per individual meal that exceed the Per Diem rate provided Nova Scotia Health considers the Expenses reasonable and justifiable in the circumstances.

Version History

Version:	Effective:	Approved by:	What's changed:
Original	2018-01-25	Board of Directors	N/A
Revised	2019-12-03	Executive Leadership Team	<ul style="list-style-type: none"> ○ Changes to the level of approval for Out-of-country and Out-of-province travel; ○ Changes to the number of days after the fiscal year-end that claims will be accepted for reimbursement; and ○ Changes around the wording on how to determine kilometres that can be expensed.
Revised	2020-03-06	VP, Corporate Services and CFO	Clarification on eligible kilometres for unionized employees
Revised	2021-11-10	Director, Corporate Accounting	Editorial Revision: <ul style="list-style-type: none"> ○ New link to vehicle rental process