



NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES

## **NSFM Expense Claim Policy**

The NSFM follows the federal rates for meals and incidentals.

The policy will be updated yearly when/if the federal rates change.

The hotel rate is linked to the NSFM host hotel special rate at the Westin Hotel and will be updated yearly.

As of April 2019, mileage has been determined by the board at .58 cents/km.

<b>Category</b>	<b>Daily Rate</b>
Mileage	.58 km
Breakfast	\$20.00
Lunch	\$20.00
Dinner	\$35.00
Incidentals	\$8.00

Incidentals paid only if an overnight is incurred.

Individuals are compensated only for meals incurred. It is expected that Board Members will claim for the amount of the meal, though no receipts are required.

**Approved by the NSFM Board of Directors on September 25, 2022.**