



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 November 2017, mileage has been determined by the board at .46 cents/km.

<b>Category</b>	<b>Daily Rate</b>
Mileage	.46 km
Breakfast	\$20.25
Lunch	\$19.85
Dinner	\$50.00
Incidentals	\$17.30

Incidentals paid only if an overnight is incurred.

Individuals are compensated only for meals incurred. Receipts not required.

*Approved by the NSFM Board of Directors on March 2, 2012.*