

7.1 Compensation for Use of Personal Vehicles (Elected Officials)

Applicability

This policy applies to the compensation for use of personal vehicles by members of the Executive Council and leaders of the opposition parties, hereinafter referred to as elected officials.

Policy Statement

Elected officials may choose one of the two options with respect to the use of vehicles:

OPTION A

An elected official may receive a monthly car allowance of \$700 and the use of a government fleet card, subject to the terms and conditions in place for the use of government cards. The elected official may only use the government fleet card or be reimbursed for fuel, washer fluid, oil changes, windshield wipers, brakes and tires while on government business. All other expenses including insurance, repairs, and other major expenses will be the responsibility of the elected official.

OPTION B

An elected official may claim standard mileage as described in Human Resources Manual 500, 7.1 Travel Policy <<http://www.gov.ns.ca/tpb/manuals/PDF/500/50701.pdf>> on their personal vehicles while on government business.

Reporting

Elected officials are required to report to the Clerk of the Executive Council and the Director of Administration, Office of the Speaker, on an annual basis after March 31 on compensation for vehicle usage, as follows:

- vehicle compensation option
- compensation received
- total charges made to government fleet card or other reimbursed compensation
- any other compensation for travel received under this policy

The departmental Finance CSU will prepare this annual report for the elected official no later than 60 days after year end.

References

- 7.1 Travel Policy, Human Resources Management Manual 500
<<http://www.gov.ns.ca/tpb/manuals/PDF/500/50701.pdf>>

Enquiries

Planning and Operations Manager, Executive Council Office
(902) 424-6614

Appendices

- Appendix 7-A Compensation for use of Personal Vehicles (Elected Officials) Approval Form

Approval date: April 19, 2007

Manual release date: September 21, 2007

Approved by: Executive Council

Most recent review: July 29, 2009

Appendix 7-A

Compensation for use of Personal Vehicles (Elected Officials) Approval Form

Choose one option:

- _____ *Option A* monthly car allowance - copy to departmental Finance CSU
_____ *Option B* standard mileage - submit monthly claims

Effective Date: _____

Department Account Number & Business Area if using Option A: _____

Approval

Minister

Deputy Minister

Please forward original approval form to Jocelyn Scallion, Office of the Speaker with a copy to the Director of the departmental Finance CSU.

NOTE: The departmental Finance CSU will prepare an annual report for the Minister no later than 60 days after year end to include the following information:

- vehicle compensation option, A or B
- total compensation received by the Minister for use of personal vehicle
- total charges made to government fleet card or other reimbursed compensation
- any other compensation for travel received under this policy

This annual report is to be sent to the Clerk of the Executive Council Office and to the Director of Administration, Office of the Speaker.

