

August 23, 2010, Rev Jan 2016, Aug 2023

---

### **Purpose**

Adult Members are frequently required to travel to Provincially sponsored events. Typically the use of personal vehicles is the means of travel to these events. While the preference is for the use of personal vehicles it is recognized that occasionally a rental vehicle may be an economical solution for various factors. It is expected regardless of which method of transportation, that carpooling take place whenever possible.

In recognition that there needs to be a clear procedure to handle such requests on a consistent, equitable, and transparent basis for rental vehicles, the Nova Scotia Provincial Council has developed the following procedures which will clarify when and under what circumstances a request for a rental vehicle should be considered for approval.

### **General Application**

While these procedures are developed for application to Provincially sponsored events, they may also apply to their Area Council and or District Council events, with adaptation as appropriate and as approved by the parent council.

### **Guidelines**

1. Requests for a rental vehicle must be received 3 weeks prior to the event and are to be forwarded to the appropriate Organizing Committee Chair.
2. The Chair will be required to review the costs associated with mileage (personal use car) versus the costs for a rental vehicle (including insurance and gas).
3. In keeping with the GGC NS Budget Directives the most economical method of transportation should be selected therefore the lesser of the costs (mileage vs rental) will be the amount reimbursed to the participant.
4. Should the participant choose to use the more expensive of the two options, they will be required to pay the difference personally.
5. Rental vehicles can be charged to the GGC Corporate Credit Card and must include appropriate Insurance coverage.
6. Car rental requirements are to be coordinated by the Chair of the organizing Committee and the Office Manager.
7. Any fees associated with the cancellation or the failure to meet all contractual agreements of the rental contract will be assessed to the participant.
8. Exceptions to the above Procedures are at the discretion of the Provincial Finance & Audit Committee and their decision is final.