

Mileage & Expenses Reimbursement

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: July

Related Bylaw: N/A

Amendments:

Purpose

The purpose of this policy is to facilitate travel and expenses incurred by employees in the performance of their duties.

Guidelines

For the use of personal vehicles, mileage shall be paid to the driver only, from their place of residence or the Village Office, depending on where the trip originates, at the rate established by the Canada Revenue Agency.

Mileage expenses shall only be paid on travel that has been approved by the CAO, or in the case of the CAO by Council.

Claims for personal expenses must be accompanied by a receipt and must be approved by the CAO, or in the case of the CAO by Council.