



## **POLICY REGARDING MILEAGE & EXPENSES** **REIMBURSEMENT**

### **1. PURPOSE**

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

### **2. GENERAL GUIDELINES**

For the use of personal vehicles, mileage shall be paid to the driver only, from their place of residence or the Village Office, whichever is closest to their destination, at a rate as determined by the Council Remuneration Policy.

Mileage expenses shall only be paid on travel that has been preapproved 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.

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