



POLICY MANUAL

Legal References: 	Policy Department: Finance
Cross References: Human Resources	Policy Number: F8
Adoption Date: October 23, 2006 Revision Date: September 25, 2017	Policy Title: <u>Staff Remuneration for Expenses</u> Review Date:

POLICY PURPOSE

Establish rate for out of town expenses for staff.

POLICY STATEMENT

Town staff are to be reimbursed mileage when using their own vehicle at a rate of \$0.52 per kilometer.

Subsistence to be paid as follow if no meals are provided at the event:

Breakfast	\$20.00
Lunch	\$25.00
Supper	\$35.00

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