




POLICY: TRAVEL / MEAL / HOSPITALITY EXPENSES

Policy #: 8-20	Section: Finance	Effective: Nov. 1999	Revised: Apr. 1, 2011 Oct. 18, 2018 Feb. 14, 2022	Approved By: 
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POLICY Mileage is paid to SDS/SHDS employees who use their own vehicles for Agency business.

- PROCEDURES**
- 1) A Mileage form (#8-21) may be used to claim reimbursement for regular use of personal vehicles while on Agency business.
 - 2) The form must indicate where and when the employee traveled and the kilometers being claimed. The employee and their direct Supervisor should sign the form.
 - 3) Mileage/Travel is submitted first Monday of the month (for previous month). Claims should be limited to three (3) months maximum.
 - 4) All claims must have proper authorization before being forwarded to Finance Office. Claim must be properly authorized by Manager and signed by employee. This process ensures Managers have seen the claim and authorize payment of same. Employee's signature says he/she agrees with claim as filed.
 - 5) A cheque will be produced and ready for distribution with the next petty cash run.
 - 6) All parking claims made on a travel/mileage claim must have a receipt attached. Mileage is paid at the rate of 45 cents / km.

OUT-OF-TOWN TRAVEL:

- 1) Meal allowance for out-of-town travel is \$40 per day per individual.
- 2) Actual receipts are not required to be submitted for meal allowances, other than the necessary documents approving the claim; i.e., "Request for Advance" form.