

FLAGSTAFF COUNTY POLICY

<b>Title: Mileage &amp; Subsistence</b>	<b>Policy: HR 006</b>
<b>Section: Human Resources</b>	

**ACCOUNTABILITY TO VISION STATEMENT**

Long term interests of the community are best served by dedicated and committed representatives and employees. In order to ensure these individuals are able to fulfill their duties on behalf of Flagstaff County, we will adequately and fairly reimburse incurred expenses.

**POLICY STATEMENT**

Flagstaff County recognizes the importance of having representatives and/or employees carry out business on behalf of the municipality. We acknowledge that this may require out-of-pocket expenses.

In order to compensate for these expenses, mileage and subsistence incurred by Flagstaff County Councillors, board members and employees while representing the municipality on business will be reimbursed according to the following:

- **Mileage rates:** Rates shall be determined annually based on Canada Revenue Agency (CRA). Each year CRA determines Automobile Deduction Limits & Expense Benefits Rates for Business.
- **Meals and accommodation:** Rates shall be determined annually based on current market information.
- **Incidental expenses:** All other incidental expenses shall be reimbursed at actual cost. A receipt must be submitted.

Current rates will be listed in the Fees and Charges Manual.

<b>Council Approved:</b> October 26, 2016	<b>Resolution #:</b> FC20161026.2013
<b>Reference:</b>	

<b>Administrative Responsibility:</b>	<b>Last Review Date:</b>	<b>Next Review Date:</b>
Chief Administrative Officer	Every 3 years	October 26, 2019