

POLICY



Section COUNCIL POLICIES	Policy No. 3-19-1	Page 1 of 1
Policy Title REIMBURSEMENT - MILEAGE	Date: February 10, 2015	Resolution No. 42/15

Purpose:

To provide direction regarding mileage reimbursement for the use of private vehicles while on Kneehill County business.

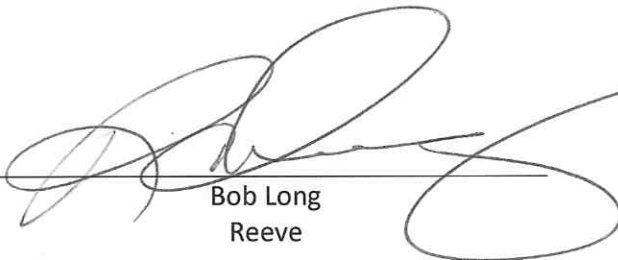
Policy Guidelines/Procedures:

Mileage to be reimbursed at Revenue Canada Automobile Allowance rates.

On an annual basis, Administration will verify the mileage reimbursement rate as established by Revenue Canada for the Province of Alberta and make adjustments accordingly.

When Flying to a conference is less expensive than driving

Kneehill County will reimburse the individual for the average cost of the flight, mileage to and from the Calgary or Edmonton International Airport, airport parking fees, and taxi or bus costs from the airport to the venue or to the destination hotel. No additional allowance will be paid for the additional meals or overnight accommodations due to any increase in travel time resulting from the decision to use a personal vehicle.



Bob Long
Reeve



Al Hoggan,
CAO

- Original: June 22, 2004
- Amended: September 27, 2005
- Amended: January 1, 2006
- Amended: January 29, 2008
- Amended: August 4, 2009
- Amended: October 8, 2013
- Amended: February 10, 2015 42/15
- Review Date: February 2018**