

CLAPW POLICY AND PROCEDURE

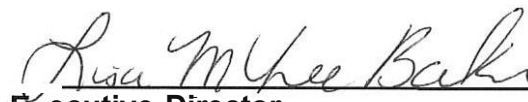
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Effective Date	MARCH 1987
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SECTION: **PERSONNEL**

POLICY TITLE: **MILEAGE & EXPENSE CLAIMS**

RELEVANT FORMS:

APPROVED BY:


Executive Director

STATEMENT OF POLICY

1. Any staff person using their car for any purpose directly related to agency business can claim mileage at a rate as specified by the Collective agreement. Distance of 60 kilometers or more must have prior approval of the immediate manager. For employees attending external training events which exceed your normal mileage to work, please submit your claim amount by calculating the balance of your mileage to and from events minus your normal travel to and from work.
2. Claims must be submitted to the payroll department on a monthly basis, after being approved by the immediate manager, and will be paid on the next payroll run
3. Claims should not be accumulated for more than one and will not be paid if they are more than three months old.
4. Claims for expenses, other than mileage must be accompanied by receipts
5. Supported people should be encouraged to use public transportation whenever possible when attending recreational activities in the community
6. Advance funds for travel and accommodation require the approval of the immediate manager and must be submitted to accounts payable at least one week in advance.
7. Accommodation costs will not exceed the price of a standard single room and must be supported by receipts
8. Meals will be reimbursed, if the expense is supported by receipts, when staff is absent on agency business as follows:
 - Breakfast – to a maximum of \$10.00,
 - Lunch – to a maximum of \$15.00,
 - Dinner – to a maximum of \$20.00.