

Corporate Policies

SECTION: FINANCE		
SUBJECT: Expenses - Mileage	DEPT: Management Services	
POLICY NO. 13.3.2 Admin. Proc. FP01	SUPERCEDES POLICY DATED:	PAGE: 1 OF 1
EFFECTIVE DATE: October 16, 2002	APPROVED BY: AF123-2002	APPROVAL DATE: October 16, 2002

POLICY STATEMENT:

The Corporation recognizes that from time to time an employee will be required to use their personal vehicle for Corporation business. Where an employee is so authorized to use their vehicle for Corporations business, the employee shall be reimbursed for the mileage traveled in connection with the Corporation's business on a cents-per-kilometer basis as approved by the Senior Management Team.

PURPOSE:

To ensure employees are aware of the per-mileage entitlement.

SCOPE:

All employees with the exception of those employees who are in receipt of a monthly mileage allowance or a leased Corporate vehicle.

PROCEDURE:

Reimbursement of mileage expenses are made by utilizing the appropriate expense form and submitting it to their supervisor.

ACCOUNTABILITY:

Supervisors are fully accountable to ensure adherence to this policy as outlined.

ADMINISTRATION:

Human Resources Division

CONTACT

Human Resources Division

