

MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Human Resources	Index No.	HR-1.6
Section:	Benefits	Effective Date:	Feb 17/98
Subject:	Mileage	Revision Date:	June 8, 2023
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1 PURPOSE:

1.01 To establish a mileage rate for ALL employees.

2 POLICY:

2.01 All employees will be paid mileage when using their own vehicle for conducting business of the municipality. The rate is to be set by the CRA recommended rate and added to the Fees and Charges By-law Annually.

3 ADMINISTRATION:

3.01 The Treasurer shall follow this policy in processing requests for payment.

4 ATTACHMENTS:

4.01 None

Council authorization: By-law 98-06
By-law 2003-67
By-law 2004-05
By-law 2007-47
By-law 2010-71
By-Law 2023-50