

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:	Sept 9/10
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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 ~~resolution of Council~~ **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