



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 2135

CATEGORY: Financial Operations

MILEAGE REIMBURSEMENT RATES

Background

County Council recognizes the need to reimburse Councillors and employees for travel expenses incurred in the performance of their duties.

Policy

In January of each year, the County shall adopt the mileage rate set by the Minister of Finance (per Section 7306 of the Income Tax Regulations) as its standard annual per kilometer reimbursement rate. The rate shall reflect the amount set out in the Income Tax Regulations for travel in excess of 5000 kilometers.

Mileage reimbursement for business purposes is not considered a taxable benefit as Canada Customs and Revenue Agency considers the rate prescribed to be reasonable.

Mileage claims for employees will be reimbursed, on approval of the department head, for travel to and from special events, courses, workshops, attendance at special sites, etc. Travel from the employee's place of residence to their regular place of work is considered personal travel and will not be considered for reimbursement under this policy.

Effective

Policy Date: 07/04/26

Reference: 07-302

Revision:

