

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: B-09
POLICY: Mileage Allowance			
DATE: OCT30/91	REV. DATE: OCT 29/03	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The County of Renfrew pays a specified rate per kilometre, as determined by the Employment By-law, for the routine or occasional use of a personal vehicle on County business.

PROCEDURE:

1. The per kilometre rate is established by the By-law.
2. Employees who use their vehicles on County business are eligible for reimbursement at the established per kilometre rate if the usage was pre-authorized by their supervisor.