

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