



Mileage Policy

Purpose

The purpose of this policy is to establish guidelines for reimbursing Directors and Volunteers mileage when they use their vehicles for business-related activities.

Eligibility

Milage is only payable when the travel is 25 km or more in one direction and it is approved or requested by an Arks Harvest Director.

Rate

The rate for mileage reimbursement is \$0.55 per kilometer.

Documentation

Directors and Volunteers must complete a mileage form (Appendix A) for each trip or on a monthly basis if multiple trips are being done throughout the month and provide documentation of their mileage (e.g. Mileage form or receipts from gas purchases). All documentation must be sent to the Treasurer by email to treasurer@arksharvest.ca

Approval

Mileage reimbursement must be approved by a Director for Arks Harvest prior to the trip being made.

Payment

Reimbursement is payable within 15 business days from the end of the month and indicate the purpose of the travel.



Compliance

This policy is in compliance with Canadian Regulations regarding mileage reimbursement.

By signing below, I acknowledge that I have read and understand the Arks Harvest Mileage Policy.

Name: _____

Signature: _____

Date: _____