



Title: Employee Handbook

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Section: 2.5.0 Travel

Date: January 31, 2017

Policy: 2.5.1 Work Related Travel

Replaces: May 9, 2014

- 2.5.1.1 The employee is not reimbursed for travel from home to their first job or from their last job to home.
- 2.5.1.2 Travel from the first client to any in-between the last will be reimbursed at the current Company rate of twenty-five cents (\$0.25) per mile/kilometre.
 - 2.5.1.2.1 Travel Reimbursement is only available on case by case basis, due to the availability funds
- 2.5.1.3 The quantity of miles to be reimbursed per 2.5.1.2 will be determined by a route plan summary in Google MapQuest. Directions and a copy of the route plan will be made available to the employee upon request.
- 2.5.1.4 Employees will be reimbursed for mileage in a separate check from pay roll on a once month bases. All mileage sheets must be turned in by the first day of the month for the previous month and will be reimbursed by the 15th of the month.
- 2.5.1.5 Mileage will be paid for travel to client home and back for any miles over 10 miles. (example client lives 15 miles from employee home, employee will be paid for 5 miles going and returning home). Employee will claim all miles if they travel from one client home to another home. Employee who travel to multiple client will only claim mileage from last client if the mileage is more than 10 miles from employee home. (example: if last client is 7 miles from employee home not mileage can be claimed)

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 1/31/17
Reviewed by Compliance Officer and approved 1/25/17
All previous versions are obsolete