



## FLAGSTAFF COUNTY POLICY

<b>Title:</b> Mileage & Subsistence	<b>Policy:</b> HR 006
<b>Section:</b> Human Resources	

### ACCOUNTABILITY TO VISION STATEMENT

Long-term interests of the community are best served by dedicated and committed representatives and employees. To ensure these individuals can fulfill their duties on behalf of Flagstaff County, we will adequately and fairly reimburse the expenses incurred.

### POLICY STATEMENT

Flagstaff County recognizes the importance of having representatives and/or employees carry out business on behalf of the municipality. We acknowledge that this may require out-of-pocket expenses.

In order to compensate for these expenses, mileage and subsistence incurred by Flagstaff County Councillors, board members and employees while representing the municipality on business will be reimbursed according to the following:

Description	Rate	Notes
<b>Accommodations:</b>	\$75/night	If actual cost is higher, actual receipt must be submitted.
<b>Meals:</b>		Rates shall be determined annually based on current market information.
<b>Breakfast</b>	\$20	
<b>Lunch</b>	\$25	
<b>Supper</b>	\$45	
<b>Parking</b>	Actual Cost	Receipt must be submitted
<b>Mileage:</b>		Rates shall be determined annually based on Canada Revenue Agency (CRA). Each year CRA determines Automobile Deduction Limits & Expense Benefits Rates for Business.
<b>First 5,000 km</b>	\$0.72/km	
<b>Additional km's</b>	\$0.66/km	
<b>Incidental expenses:</b>	Actual Cost	All other incidental expenses shall be reimbursed at actual cost. A receipt must be submitted.

<b>Council Approved:</b> January 15, 2025	<b>Resolution #:</b> FC20250115.1008
<b>Reference:</b>	<b>Signature:</b> <i>S. Armstrong</i>
<b>Review Cycle:</b>	<b>Next Review Year:</b>
Annually	2026