

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<b><i>Volunteer Mileage Reimbursement</i></b>	POLICY NO:	A2.19
		CROSS REF.:	
APPROVAL DATE:	July 23, 2019	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 1

### PURPOSE

To provide reimbursement of mileage costs for members of the public appointed to Regional District of Nanaimo (RDN) Committees, Commissions and Boards for attendance at meetings.

### POLICY

The RDN will reimburse mileage costs for members of the public who are serving on RDN Committees, Commissions and Boards to attend the meetings for the Committees, Commissions or Boards to which they have been appointed.

Mileage for any mode of transportation, excluding travel by air, ferry, rail, taxi, limousine, and paid peer-to-peer rideshare, or other comparable modes of transportation, shall be reimbursed using the Canada Revenue Agency's automobile allowance rate and taxed in accordance with the *Income Tax Act*, if applicable.

This policy does not apply to appointees from other local governments or organizations.

### MILEAGE CLAIMS PROCEDURE

Claims shall be submitted on the RDN "Mileage Expense Claim" form at the end of the month in which expenses were incurred.

All expense claims will be processed following regular account payment procedures.

Expense claims shall be deemed payable only if submitted within 90 days of the month end in which they are incurred. No claim for a previous year will be paid if submitted after January 15th of the following year.

Please note that, for some committees, commissions and boards, staff may submit claims on behalf of the members. Members should confirm with the staff liaison that this is the case and not assume that claims are being submitted on their behalf.