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Policy and Procedure:

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| Subject: | Transportation Allowance | Version Number: | 4 |
| Manual: | Administration | Last Verified: | 29/04/2010 |
| Section: | Human Resources | Under Review: | No |
| Subsection: | Employee Services | | |
| Developed by: | Director, Human Resources & Organizational Development | | |
| Issued by: | President and CEO | | |
| Date Issued: | 29/04/2010 | | |
| Effective Date: | 29/04/2010 | | |

Policy Statement:

Employees who are required to use their private automobile to travel on Centre business, or who are recalled to work, are entitled to a transportation allowance of \$0.40 cents per kilometre

Procedure

1. Employees incurring mileage expenses, submit such expenses to their department manager on an Employee Expense form.
 2. The Manager is responsible for approving the expense prior to being submitted to Financial Services for reimbursement.
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