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Title: Mileage Rate Policy

Policy No: 1011

Approval: County Council

Effective Date: October 1, 2006

Supersedes Policy No: New



Mountain View
COUNTY

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Policy Statement: Mountain View County (the County) will establish a mechanism to reimburse County Council, employees and board members for the use of personal vehicles for County related purposes.

Purpose: The purpose of the policy is for Council to set the parameters for reimbursing individuals for use of personal vehicles for County related purposes.

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Principles:

1. When possible vehicles from the County fleet should be used to conduct County business.
2. It is reasonable to expect that individuals occasionally use their personal vehicles for County purposes.
3. Car pooling is encouraged when practical.
4. When it is necessary for an individual to use their personal vehicle they should be fairly compensated for the use of their vehicle.
5. There will be many instances when it is not possible to use a County vehicle when conducting County business. This may be due to availability of vehicles, logistical issues or convenience.
6. It is not practical to have a process that takes into consideration individual circumstances when determining the level of compensation. One rate per kilometre of use will be used. In principle, all variable costs of operating the vehicle should be covered. As well, the County should share 50% of the fixed costs associated with operating the vehicle. However, the level of compensation will vary by individual, based on their personal circumstances.

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End of Policy:

Approved:

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