

4. TRAVEL POLICY

Association Travel Policy applies to all members of Branch BC05 that are conducting Branch business.

Vehicle Mileages Rates for Claims to Branch BC05

- a) current Federal Government Treasury Board rates will be used to reimburse mileage claims for Branch Executive or Branch members.
- b) approved claims will be paid by Branch 05.
- c) claims from Branch Executive members attending Branch Executive meetings shall be reimbursed based on total mileage minus 25 km.
- d) claims from Branch Executive and Association members on Association sanctioned business shall be reimbursed based on total mileage (km).
- e) where possible car-pooling must be used. The President must approve each claim.
- f) claims for Branch Executive members needing to attend Branch GMs, SGMs or the AGM shall be reimbursed based on total mileage minus 25 km, where possible car-pooling must be used. The President must approve each claim.