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1. Department Heads will submit approved vehicle mileage expense accounts for all staff, on the proper claim form, to the Treasurer providing full details of the actual mileage travelled. The form must be signed by the Department Head and, if applicable, by the staff member.
 2. The Treasurer will submit mileage expense claims, and expenses other than mileage, for the Treasury Department to the County Chief Administrative Officer.
 3. When an employee proceeds on County business directly from his/her residence, actual miles will be reimbursed for:
 - a) residence to business site, or
 - b) normal office to business site, whichever is the lesser.
 4. Actual miles travelled will be reimbursed at the current rate as approved by County Council.
 5. Staff members receiving payments under the provisions of this policy are required to meet the following conditions, to be authorized to use personal vehicles on County business:
 - a) Hold a valid Ontario driver's license that is not under suspension.
 - b) Not drive their vehicle on County business while under the influence of alcohol or illicit drugs, or prescription drugs, if the prescription drugs might impair the employees driving ability.
 - c) Maintain public liability and property damage insurance in the amount of at least \$1,000,000.00, and be able to produce proof of this insurance, if so requested.
 - d) Maintain their vehicles in a reasonable state of repair, so as not to expose the County to any undue risk of claims, when the vehicle is being used for County business.

TRAVEL AND EXPENSE CLAIM FORM

DATE	TRAVEL FROM	TRAVEL TO	KM	OUT OF POCKET	EXPLANATION
SUMMARY			TOTALS	KMS	\$

KM @ _____ = \$ _____
 OUT OF POCKET = \$ _____
 TOTAL CLAIM = \$ _____

FOR OFFICE USE ONLY Account # Vendor#

I certify that this claim relates to expenses incurred in connection with my employment with the County of Elgin.

Date _____

Department Head Approval _____

Signature _____

Director of Financial Services _____