

25. **Travelling Expenses**

- (a) Employees who are requested by their supervisor to use their own automobiles to transport individuals receiving service or for other activities related to the provision of the services of the Society shall receive 61.0 cents per kilometre. The use of an employee's personal vehicle must be approved in advance by the Supervisor. See Personnel Policy #4(f) "Driver's License and Use of Personal Vehicles" for more information.
- (b) Expenses incurred by employees while on Society business will be reimbursed on a monthly basis. Expenses must be submitted on the appropriate forms provided along with any receipts, and must be approved by the immediate supervisor.