

**South Western Ontario Bridge Association
Unit 249, ACBL
Policy and Procedures Manual**

SUBJECT: Payment of Mileage to Conduct Unit 249 Business	REF #: 2017-001
APPROVED DATE: Aug. 12, 2017	REVISION DATE: Feb. 4, 2023
ISSUED TO: Unit 249	EFFECTIVE DATE: IMMEDIATELY
<p>POLICY: Members of the Unit will be reimbursed for the use of their own automobile for the conduct of business on behalf of Unit 249. It is expected that, where practicable, if two or more members are traveling to the same destination that they will car-pool. To allow for minor differences in routing options the distance paid will be equal to the normal fastest driving route rounded up to the nearest 5 kilometers.</p> <p>Mileage will not be paid for travel wholly within the home community of any member. Mileage will be paid at the rate of \$0.60 per kilometer.</p>	
<p>SCOPE: Applies to all members traveling on Unit business.</p>	
<p>PROCEDURES:</p> <ol style="list-style-type: none"> 1. Board of Directors' Meetings: <ol style="list-style-type: none"> a. The Treasurer will prepare a sign-in sheet for each member listing the return mileage from the member's home to the meeting point, including any detours if necessary to facilitate car-pooling. On signing the sheet, the member acknowledges that the distance is accurate. Payment will be made based upon this sign-in sheet. 2. Other Purposes: <ol style="list-style-type: none"> a. Personnel claiming mileage must submit a request for reimbursement stating therein: <ul style="list-style-type: none"> Date of Travel: Reason for travel: Starting Point: Ending Point: Kilometers Traveled: b. Such Request must be approved by the Board Member coordinating the activity for which the mileage is claimed, or else by the President or Vice-President. 	
<p>AUTHORITY: Authority is vested in the Unit Treasurer, subject to Unit 249's Financial Procedures, to issue a cheque for the approved amount of the mileage claimed.</p>	