

5.11 MILEAGE AND EXPENSE REIMBURSEMENT

Policy

Employees may claim reimbursement for authorized, business-related expenses. Original receipts and the appropriate approvals must accompany claims for reimbursement.

Employees will use discretion when incurring expenses on BACI's behalf, and avoid unnecessary and/or frivolous expenditures.

Advances for Business-Related Travel

Advances for travel and meal allowances may be provided as per the Collective Agreement.

Mileage Reimbursement

Mileage reimbursement will be paid as per the Collective Agreement.

Parking

Employees who incur reasonable parking expenses while conducting BACI related work will be reimbursed.