

## **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 to 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.