

## **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.

### **Linking Policies**

- 1.8 Code of Ethics
- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 5.1 Financial Governance Policy
- 5.3 Financial Statements & Reporting Policy
- 5.4 Annual Budget Policy
- 5.5 Financial Authorization Policy
- 5.6 Program Financial Reporting Policy
- 5.14 Signing Authority Policy
- 5.15 Capital Expenditures Policy