

Regional Service Commission 11

Policy Fin – 03

Director and Employee Expense Reimbursement

While discharging their duties, both directors and employees will from time to time incur personal costs. These costs most typically will be in the form of the use of one's private vehicle and meal expenses while travelling.

The Commission will reimburse directors and staff without receipts as described below:

Kilometric Allowance	Rate
Each of the first 8,000 Km per year	50¢
Each km over 8,000 per year	45¢

Accumulated kilometres are reset to zero on January 1st of each year.

Meal	Rate
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
Total	\$65.00

These rates apply in the case of the Commission requesting that an employee or director travel using a personal vehicle or when an employee or director requests to use their personal vehicle.

These rates are effective January 1, 2022, and will be adjusted each year on the first day of January by the percentage equal to the adjustment to staff salary ranges for the year in question.

These rates also apply to travel outside the Province of New Brunswick which must be specifically approved by the Executive Director.

Date Approved: _____

Chair: _____

Executive Director: _____