

# TOWN OF TWO HILLS



Policy Number: 2012-02

Date of Issue: October 24, 2012

Policy Subject: Mileage for Council and Staff and Appointed Members

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## **POLICY STATEMENT:**

The Town of Two Hills recognizes the importance and value of staff and members of Council utilizing their own vehicles for municipal business.

## **PURPOSE:**

In order to be fair and consistent, this policy is intended to provide a standard of mileage rates to and from the Town of Two Hills for staff, members of Council or appointed members.

## **1. PROCEDURES AND GUIDELINES**

- 1.1 Council has provided to staff, members of Council or appointed members that use of their own vehicles while on municipal business be set at a rate per kilometre which is established by resolution of Council from time to time.
- 1.2 A requisition for payment must be claimed immediately following the month the expense occurs. In the event there is no regular consistent usage of own vehicles, then the claim shall be made as soon as conveniently possible after the time of usage.

## **2. STANDARD MILEAGE CHART**

- 2.1 Mileage will be reimbursed (when approved) in accordance with the standard mileage chart:

From/To	From/To	Kilometres (one way)
Two Hills	Edmonton	145
Two Hills	Calgary	434
Two Hills	Leduc	170
Two Hills	Lac La Biche	145
Two Hills	Nisku	163
Two Hills	Fort McMurray	434
Two Hills	Jasper	496
Two Hills	Banff	550
Two Hills	Red Deer	291
Two Hills	Camrose	150
Two Hills	St. Paul	60
Two Hills	Castor	178



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2.2 Where the destination is not indicated in the Standard Mileage Chart, or when travel for municipal business required travel to two or more locations, the shortest distance indicated by Google maps.

3. **EFFECTIVE DATE**

3.1 This Policy becomes effective upon approval by Town Council.

**TOWN OF TWO HILLS**

  
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ELAINE SOROCHAN, MAYOR

  
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ELSIE HOWANYK, C.A.O.

