

VILLAGE OF MYRNAM



Policy Title: Mileage for Council and Staff and Appointed Members Policy
Policy Number: 2021-03
Date of Adoption: October 21, 2021
Reviewed: October 20, 2022
October 19, 2023
October 31, 2024

POLICY STATEMENT:

The Village of Myrnam recognizes the importance and value of staff and members of Council utilizing their own vehicles for municipal business.

1. General Policy Principles

1.1 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.

2. Procedures and Guidelines

- 2.1 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 in the Council Remuneration and Expense Policy.
- 2.2 A requisition for payment must be claimed on the same expense form as indicated on the Council Remuneration and Expense Policy.

3. STANDARD MILEAGE CHART

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

From/To	From/To	Kilometres (one way)
Myrnam	Banff	579
	Calgary	465
	Camrose	150
	Edmonton	170
	Fort McMurray	454
	Jasper	528
	Lac La Biche	166
	Red Deer	320
	St. Paul	40
	Two Hills	37

- 3.2 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.

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DONNA RUDOLF, MAYOR

ELSIE KIZIAK, C.A.O.