

Policy #: MCL-9	Policy Name: Mileage Policy
Original Approved Date: Jan 24/17	Revisions:

Intent: The intent of this policy is for McLeod to have a policy that addresses the needs of volunteers who use their personally-owned motor vehicles for Community League use. This is not intended to capture the regular activities of League members, only exceptional activities. Mileage reimbursement is intended to be limited in scope and availability, and this policy is intended to reflect that.

1. A McLeod Community League volunteer who uses their personally-owned motor vehicle for authorized Community League use shall be able to obtain reimbursement at a reasonable rate per kilometre of use.
2. This is not intended to capture the ordinary activities of volunteers. Activities that this should not cover include, but are not limited to:
 - Attending regular Community League activities.
 - Attending Area 17 activities.
 - Attending Edmonton Federation of Community Leagues activities.
 - Driving to soccer, hockey, Sports Explorers, baseball, etc.
3. The types of activities that are intended to be covered include, but are not limited to:
 - Taking paperwork to the bookkeeper.
 - Picking up supplies from a vendor who would normally deliver, but is unable to.
 - Shopping for items for the League.
4. When such an activity does qualify for reimbursement, the reimbursed rate shall be \$.40 per kilometre driven. Fuel and other operating expenses shall not be reimbursed. The maximum reimbursement for one Community League member for one month shall be \$40.
5. The sole purpose of the trip must be for Community League business. Ideally, any Community League business can be conducted in the course of one's normal daily routine, and extra trips can be avoided.
6. This policy is not intended to apply to employees of the Community League. A separate policy should cover their mileage.
7. When a member intends to claim for mileage, they should provide a statement to the President, Vice-President, or Treasurer, indicating:

- I, [insert name here], drove [# of kilometres] kms in [month], [year] in support of [insert name of activity here].

8. This statement can be provided electronically or in writing.