



EXPENSE REIMBURSEMENT GUIDELINE

- Receipts are required for reimbursement of taxi fares.

Use of personal vehicles

- The mileage rate for use of personal vehicles on company business is .45 cents per kilometre.

Mileage Allowances

- Reimbursement for use of personal vehicles will be completed using the following distance guide. All distances are listed in kilometres (one way):
 - Anzac 50
 - Athabasca 320
 - Calgary 830
 - Chard 120
 - Conklin 160
 - Edmonton 475
 - Fort Chipewyan 300
 - Plamondon 270
 - Cold Lake 440
 - Elizabeth Settlement 500
 - Fishing Lake Settlement 520
 - Fort McKay 60
 - Lac La Biche 290

Miscellaneous Business Travel Costs:

- Travellers should be prepared to travel for business. As such, the following items **will not** be reimbursed by CEMA:
 - Items for entertainment. (Magazines, movies, books, etc.)
 - Items for hygiene purposes. (Dry cleaning, Mouthwash, toothpaste, shampoo, etc.)
 - Alcoholic beverages.
 - CEMA **will** pay for parking charges provided that the vehicle was used for CEMA business and with the submission of a receipt.
 - CEMA **will not** pay for traffic bylaw infractions. E.g. Speeding, Illegal parking, etc.

These guidelines are in effect as of October 1, 2008.

Amendment #1 -	December 9 th , 2009.
Amendment #2 -	October 8 th , 2010
Amendment #3 -	March 14, 2011
Amendment #4 -	May 26, 2011
Amendment #5 -	October 04, 2011
Amendment #6 -	November 04, 2013
Amendment #7 -	November 19, 2014