

Association Travel Policy applies to all members of Branch BC05 that are conducting Branch business.

#### Vehicle Mileages Rates for Claims to Branch BC05

- Current Federal Government Treasury Board rates will be used to reimburse mileage claims for Branch Executive or Branch members.
- Approved claims will be paid by Branch 05.
- Claims from Branch Executive members attending Branch Executive meetings shall be reimbursed on the basis of total mileage minus 25 km.
- Claims from Branch Executive and Association members on Association sanctioned business shall be reimbursed on the basis of total mileage (km); where possible car-pooling must be used. The President must approve each claim.
- Claims for Branch Executive members needing to attend Branch GMs, SGMs or the AGM shall be reimbursed on the basis of total mileage minus 25 km; where possible car-pooling must be used. The President must approve each claim.