

5.11 MILEAGE AND EXPENSE REIMBURSEMENT

Policy

Employees may claim reimbursement for authorized, business-related expenses. Original receipts and the appropriate approvals must accompany claims for reimbursement.

Employees will use discretion when incurring expenses on BACI's behalf, and to avoid unnecessary and/or frivolous expenditures.

Advances for Business-Related Travel

Advances for travel and meal allowances may be provided as per the *Collective Agreement*.

Mileage Reimbursement

Mileage reimbursement will be paid as per the Collective Agreement.

Parking

Employees who incur reasonable parking expenses while conducting BACI related work will be reimbursed.