

## **MILEAGE ALLOWANCE**

### **Coverage**

All employees.

### **Policy**

Effective July 1 of each year, employees authorized to use their personal motor vehicle on Town business shall receive the mileage allowance permitted by the Internal Revenue Service. Employees using their personal motor vehicles shall maintain a mileage log indicating point of departure and destination with number of miles traveled. The mileage log shall be submitted on a weekly basis. An employee shall sign his mileage log at the time of submission and his signature shall constitute his sworn verification that the log is, to the best of his belief, accurate. Mileage reimbursement shall not include use of a personal motor vehicle for traveling to and from work.

## **ALLOWANCE FOR MEALS AND LODGING**

### **Coverage**

All employees.

### **Policy**

When an employee is required to travel more than four hours off-Island on behalf of the Town, the meals allowance, including gratuity, shall not exceed \$10.00 for breakfast, \$15.00 for lunch, \$25.00 for dinner, and economy rates for overnight accommodations. However, if any meal or lodging is part of a meeting or conference package, the cost shall be paid in full, but not substitutions therefore. In all cases, reimbursement shall be made only against actual receipts.

Replaced sections 26.0 and 27.0 in Personnel Manual adopted 11/6/06