



CAPITAL REGION SERVICE COMMISSION COMMISSION DE SERVICES RÉGIONAUX DE LA CAPITALE

Policy FIN– 03

Director and Employee Expense Reimbursement

While discharging their duties, both directors and employees will from time to time incur personal costs. These costs most typically will be in the form of the use of one's private vehicle and meal expenses while travelling.

The Commission will reimburse directors and staff for mileage expenses in accordance with the current Canada Revenue Agency Reasonable Allowance Rates published each year. For clarity the 2023 rates are:

Kilometric Allowance	Rate
Each of the first 5,000 Km per year	68¢
Each km over 5000 per year	62¢

Accumulated kilometres are reset to zero on January 1st of each year.

For meals the base rate for 2023 is as follows:

Meal	Rate
Breakfast	\$15.90
Lunch	\$21.20
Dinner	\$31.80
Total	\$68.90

These rates apply in the case of the Commission requesting that an employee or director travel using a personal vehicle or when an employee or director requests to use their personal vehicle.

The meal allowance became effective on January 1, 2022, and will be adjusted each year on the first day of January by the percentage equal to the adjustment to staff salary ranges for the year in question.

These rates also apply to travel outside the Province of New Brunswick which must be specifically approved by the Chief Executive Officer.

Date Approved: _____
Chair: _____
Chief Executive Officer: _____