

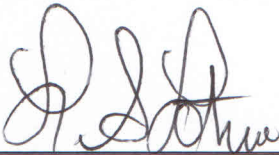
## AGENCY WIDE TRAVEL EXPENSE POLICY

Travel by car will be reimbursed at the rate designated by the current mileage policy.

The daily per diem allowance for meals will be \$10 for breakfast, \$15 for lunch, \$25 for dinner, for a total of \$50 unless included as part of the conference. No receipts are required to be submitted with the Travel Expense Form. In the event expenses exceed the per diem receipts are required for reimbursement.

A Travel Expense Form must be completed for all travel expenses and given to the immediate supervisor, who will review and approve and submit to Central Administration for processing.

Expense reimbursement by Community Living Fort Frances and District (CLFFD) will be for expenses incurred which are not covered by the workshop, seminar, conference, etc.



Steve Latimer, President

May 2, 2012

Date Approved