

## **Mileage Policy**

Whenever possible, employees will use Town vehicles for job related travel. No expense may be charged for travel when a Town owned vehicle is used with the exception of parking and tolls when applicable. However, from time to time a Town owned vehicle will not be available. During those times that a vehicle is not available, the following shall apply:

1. Automobile expenses (Mileage) will be reimbursed at a rate determined by the Selectmen.
2. Out of town meetings & conferences for volunteers will be reimbursed at the mileage rate, provided that the volunteers are not being paid to attend the meeting or conference.