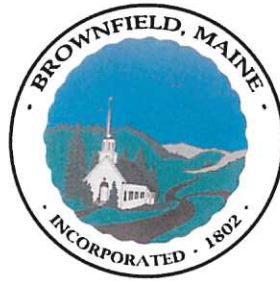


TOWN OF BROWNFIELD




Mileage / Travel Reimbursement Policy

At all times while driving on Town business, employees should drive with the utmost care. Under no circumstances will the Town reimburse an employee for the cost of traffic or parking citations received while driving on Town business, nor will the Town reimburse an employee for any expenses or liability incurred as a result of a traffic accident, unless otherwise required by law.

Mileage expenses are reimbursed at the prevailing rate of the Federal Government in effect at the time. Reimbursement for tolls and parking fees will be allowed with proper receipt.

Mileage / Travel expenses must be submitted to the Board of Selectmen with proper receipt within 10 business days of the date of travel for reimbursement.

Effective Date: August 11, 2020


William Flynn, Chair


Erik Walker


Ricky Emery