

**TOWN OF WAYNE
EMPLOYEE MILEAGE REIMBURSEMENT POLICY**

April 13, 2010.

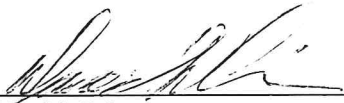
It is expected from time to time Town employees shall use their personal vehicle for Town use. This policy is to clarify the reimbursement rate and when it is appropriate for employees to submit for reimbursement.

Personal Vehicle – Any employee required to use his / her personal vehicle in the course of his /her work, or attend conferences, or for other use authorized by the Select Board, shall keep a record of such mileage driven. A request for reimbursement shall be made and signed by the employee and Manager, which shall be submitted to bi-weekly account payables for the Select Board to review at the rate of \$0.47 per mile.

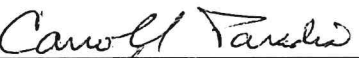
Training - Any employee required to attend a seminar or course approved by the Town Manager for work related purposes during regular office hours shall be considered “working” and will receive his/ her normal wages as well as expenses (mileage reimbursement, meals, tolls) incurred for the training. If the training is not during regular office hours, the employee will not be reimbursed for travel time at their hourly rate, but will be paid for the hours they attend the training on the Town’s behalf. The employee shall be eligible for mileage reimbursement for the amount of miles from the Town Office to said training destination and back, or if the distance is shorter from the employee’s residence to destination and back; the Town shall pay mileage for the shorter of the two distances.



Gary Kenny

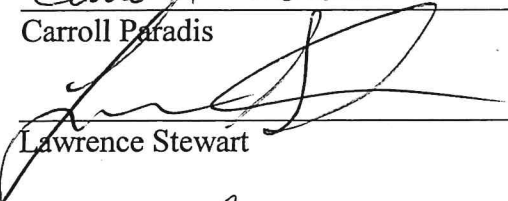


David Criss

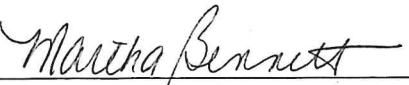


Carroll Paradis

Raymond Giglio



Lawrence Stewart



Attested by Martha Bennett