

Town of Arborfield

Policy: 25-001

Employee Fuel Use Policy

Background

1. It is desirable that the Foreman for the Town of Arborfield be allowed a fuel allowance for travel to and from work.
2. It is desirable to establish guidelines for all employees of the Town of Arborfield and use of cardlock.

Procedure

3. In the event that a Town owned/operated vehicle or equipment needs to be fueled, any employee is allowed to use the Town Cardlock Card for the Co-op.
4. The Foreman employed for the Town of Arborfield is allowed to utilize the Town Cardlock Card for the Co-op to fuel up his/her personal vehicle, up to a maximum of 200 litres/month.
5. Any use of the Cardlock Card must be recorded in the Fuel Log Book, and all receipts must be submitted to the Administrator.
6. Any use of the Cardlock Card that is not deemed an eligible expense by the Administrator will be reimbursed by the employee that used the Cardlock Card.

Adopted this 19 day of March, 2025