

## **PERSONAL MILEAGE REIMBURSEMENT**

The District shall reimburse individual employees for reasonable use of personal vehicles while carrying out District responsibilities. Reimbursements are made to the driver only and are calculated by applying the mileage (kilometer) rate to the actual driving distance incurred while conducting District business, by the most direct route. Mileage will be calculated from the claimant's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement; only travel from work site to work site.

### **Procedures**

1. Scope
  - 1.1. This Appendix applies to all travel where an employee has used their personal vehicle while carrying out District responsibilities, regardless of the ultimate source of funding.
2. Responsibility
  - 2.1. The District is responsible for maintaining appropriate internal controls and checks as part of its accountability.
  - 2.2. The employee (or claimant) is responsible for ensuring that mileage claims are accurate, conform with Administrative Procedure 513 Appendix B – Personal Mileage Reimbursement, and, where applicable, funding agency rules. Claimants are encouraged to submit Reimbursement Claim forms within 15 working days after the end of each month in which mileage has been incurred.
  - 2.3. The authorized approving officer is responsible for ensuring that claims are for legitimate District activities, are within the conditions of Administrative Procedure 513 Appendix B – Personal Mileage Reimbursement and are being charged to an appropriate account. The authorized approving officer must have signing authority on the account being charged.
  - 2.4. The Secretary Treasurer is responsible for setting reimbursement rates based on approved procedures, developing and maintaining administrative processes relating to mileage reimbursements, and for ensuring that claims for reimbursement are in compliance with Administrative Procedure 513 Appendix B – Personal Mileage Reimbursement.
3. Rate Categories
  - 3.1. The District has three mileage reimbursement rate categories:
    - 3.1.1. Trades
    - 3.1.2. Non-Trades
    - 3.1.3. Casual

3.1.3.1. The Casual rate is the Canada Revenue Agency automobile allowance rate in effect on July 1 of the current year.

3.2. Requirements for claiming a specific reimbursement rate:

Requirement	Rate		
	Trades	Non-Trades	Casual
employee group	Trades	any	any
work requirement	Trades employee	use personal vehicle on a regular basis (minimum 50 km per month)	use personal vehicle from time to time
insurance coverage requirement	artisan coverage	business coverage	any
	minimum of \$3 million third party liability	minimum of \$3 million third party liability	minimum of \$3 million third party liability
	collision and comprehensive coverage	collision and comprehensive coverage	collision and comprehensive coverage
valid BC Driver's License	valid BC Driver's License	valid BC Driver's License	valid BC Driver's License

3.3. Sufficient insurance coverage must be provided by the claimant at all times. Proof of such coverage must be provided if requested.

3.4. All mileage incurred while attending conferences will be reimbursed at the casual rate, regardless of whether the conference location is within or beyond Metro Vancouver. This mileage reimbursement cannot exceed an amount equal to the economy airfare for the trip and must be claimed by completing a Reimbursement Claim form. Please refer to Administrative Procedure 513 – Reimbursement for Travel Expenses.

#### 4. Claim Procedures

4.1. Mileage will be reimbursed providing the mileage incurred is reasonable in nature and the amount is consistent with this Appendix and has been approved by an authorized approving officer. All claimants must use the Reimbursement Claim form, and a separate claim form must be submitted for each calendar month. All claims must be signed by the claimant and approved.

4.2. The Manager, Payroll and Benefits will only process claims that are fully completed and properly approved. Incomplete forms will be returned to the claimant. The Manager, Payroll and Benefits is authorized to question any claim and obtain further information if necessary. In order to provide timely financial information to departments all claims are to be submitted to the Manager, Payroll and Benefits within 15 days of the month end. Mileage claims that are submitted more than twelve months after incurring the mileage will not be reimbursed.

- 4.3. The Secretary-Treasurer will set mileage reimbursement rates and post these rates on the District website. These rates will be based on an approved methodology, using current values for costs as inputs.

Reference: Sections 22, 23, 65, 85 School Act  
Income Tax Act

Adopted: June 5, 2014

Revised: September 24, 2018, April 10, 2019