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## **MILEAGE EXPENSE – FD-IV-5**

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### **POLICY**

An employee shall complete a Mileage Form whenever travel expenses are being claimed for the purpose of local travel while on approved business in the City of Thunder Bay and area.

### **PURPOSE**

To provide an account of funds expended for local business travel.

### **PROCEDURE**

1. A Mileage Form (FD050) is to be completed in pen in full by the employee requesting mileage and/or parking fees (receipts attached if available) to be reimbursed. The employee will forward the completed form to their supervisor for approval and signature. The “To” and “From” must be specific.
2. There will be no reimbursement for traffic or parking violations.
3. If the mileage claim is a minimal amount (under \$20.00), the supervisor will endeavour to process it through petty cash. Otherwise, the supervisor will forward the form to the Finance office for payment preparation.
4. The Mileage Form must be submitted at the end of each month for the month. However, if the claim is minimal (under \$20.00), it could be accumulated with the next month but no more than three months should appear on the same mileage form. Expenses will not be reimbursed if this is the case.
5. All Mileage Forms for the period ending March 31<sup>st</sup> must be submitted to Finance no later than three business days following March 31<sup>st</sup>. Mileage expenses submitted after this for the previous fiscal year will not be processed for payment.
6. The mileage rate will be approved by the Board of Directors or pursuant to any collective agreements, as applicable.

**POLICY: FD-IV-5**  
**DEPARTMENT: Finance**  
**CATEGORY: Accounts Payable**  
**EFFECTIVE DATE: July 2019**  
**SUPERSEDES VERSION DATED: December 2011**  
Page 2 of 2

7. Travellers will consider car rental instead of using their own vehicle based on frequency of travel as well as distance per trip when the total distance to be travelled in one day will exceed 200 kilometres and will follow Policy FD-IV-4 Travel Expense if this is applicable.

**RECOMMENDED BY:** Director, Finance and Administration

**APPENDICES:** 1

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

**ORIGINAL POLICY DATE:** July 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

A handwritten signature in blue ink, appearing to be 'J. Plunkett', is written over a horizontal line.

