

## Mileage Claim Policy

### 1.0 Policy Statement

The City of Mount Pearl will reimburse employees who use their own vehicles for approved City business according to the conditions set out in the policy.

### 2.0 Background

Council will determine whether an individual employee will be provided a City vehicle, paid a fixed monthly vehicle allowance, include a vehicle allowance as part of their annual salary, or paid for the use of their personal vehicle on a per kilometre basis.

### 3.0 Procedures and Conditions

As a matter of policy, the City of Mount Pearl will reimburse City employees for the use of their private vehicles when used for City business at the rate of 38.0¢ per kilometer. Each Director will approve mileage claims that will be submitted monthly and then forwarded to the Director of Corporate Services for payment.

Individual employees who utilize their personal vehicles on City business, and are paid a per kilometer reimbursement, are entitled to be compensated for the business insurance up to a maximum of \$400 annually.

**Important Note:** Any mileage claims not submitted within sixty (60) days from the last day of the month in which a claim is incurred, will not be approved and the right to such a claim will be forfeited.

### 4.0 Approvals



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**Steve Kent, Chief Administrative Officer**

*April 18, 2018*

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**Date**