

HORIZON SCHOOL DIVISION NO. 67 MILEAGE CLAIM CRITERIA

Mileage claims are considered an expense when the expense relates to duties performed as assigned by Horizon School Division.

The following criteria shall apply with regards to mileage claims:

- ⇒ Kilometers are calculated to and from the staff member's school/office or from the staff member's residence to the destination - whichever is less.
- ⇒ Horizon School Division's mileage chart should be used whenever possible.
- ⇒ If you have a meeting, workshop, etc. in the community in which you live – ie. living in Lethbridge meeting in Lethbridge:

Scenario #1:

The meeting is all day – no kilometer claim..

Scenario #2:

You go to your school/office in the morning with a meeting in your own community in the afternoon and return to your school/office – no kilometer claim.

Scenario #3

You go to your school/office in the morning, go to your meeting in another community, and then return to your school/office – claim mileage to and from meeting.

- ⇒ If the staff member's residence is not in the same community as their school/office and not in the same community as the destination, then mileage will be paid based on the lesser of the distance between the residence and the destination or the school/office and the destination.

Scenario #1:

You live in Lethbridge and your school/office is in Lomond (87km) and have a 1/2 day meeting in Taber (105km from Lomond). For the meeting you drive Lethbridge to Taber (56km) and Taber to Lomond (105km), a total of 161km. This is less than Lomond to Taber to Lomond (210km) so you claim the lesser amount (161km).

Scenario #2:

You live in Lethbridge and your school/office is in Warner (68km) and go to an all day meeting in Taber (56km from Lethbridge). Lethbridge to Taber and back is 112km while Warner to Taber and back is 120km so you claim the lesser amount (112km).

- ⇒ In-Town Mileage is paid based on a return trip ie. start at location 'A', go to location 'B' and return to 'A'.

Effective September 1, 2005:

- In-Town Mileage
- Daily In-Town Maximum - \$5.00

- ⇒ The 'Travel & Expense Account' form must be completed in full.
- ⇒ The immediate supervisor will review the claim for the purpose of monitoring the staff member's. The finance department will monitor the expense claim to ensure consistency with the Division's and validate claim amounts.
- ⇒ Claims will be paid once a month if greater than \$20. For claims less than \$20, please retain the c expenses exceed \$20. If expenses don't exceed \$20, please submit in June. Payment will be in th run following receipt of the claim by the finance department.