MILEAGE REIMBURSEMENT POLICY

At times, [Organization Name] employees may be required to use their personal vehicles or use public transportation for business purposes, such as when visiting clients while performing remote work or travelling to the physical office when employees typically work from home. As such, they may submit a claim for reimbursement of such costs.

Reimbursement for operating expenses associated with personal vehicle use or the use of public transportation will be calculated by multiplying the total number of miles travelled by the CRA's currently approved [Standard Mileage Rate](https://www.everlance.com/blog/2020-cra-mileage-allowance-rate).

Other expenses must be backed up with receipts. Otherwise, commuting costs (travel between home and work) will not be reimbursed.

POLICY

All employees who drive their personal vehicles for business purposes must carry current and adequate automobile/liability insurance. Employees must not use their personal vehicles to transport volunteers or clients. If this type of transportation is required, management approval is required.

Mileage reimbursement will be made for the roundtrip distance between the employee's worksite and the location of the business function being attended, or from the employee's home to the physical workplace in the case of employees who work from home on a regular basis.

If employees depart from or return to a location other than the one intended (e.g., an event venue or a worksite), only the kilometres travelled in excess of the ostensible commute can be claimed as an expense.

Mileage must be verified using commercially available websites (for example, Google Maps) and the "shortest route" option.

Additional expenses, such as parking, will be reimbursed at their current rates. Receipts must be original and itemized.

Employees must submit a Mileage Reimbursement Form to document their travel.

The following are allowable business purposes:

* Travel between home and office for work-from-home employees
* Out of office meetings, conferences, presentations
* Work‐related errands like a trip to the post office, office supply store, etc.
* Visits to sites

REIMBURSEMENT PROCESS

To comply with CRA documentation requirements, a Mileage Reimbursement Form that is complete and accurate must be submitted monthly. (The form will require inputting of destination addresses, the purpose of the trip, mileage, etc.).