

## PATHWAYS ABILITIES SOCIETY

### **POLICY: MILEAGE AND EMPLOYEE EXPENSE CLAIMS**

**Applies to:** All Personnel

#### **POLICY**

Employees must receive approval from their immediate supervisor to use their vehicle for society business. Employees are reimbursed from their place of work to preapproved destinations and returning to their place of work. Employees are not reimbursed for traveling to and from work.

Employees using their vehicles for society business are reimbursed at the specified rate in the most recent collective agreement. Employees are required to obtain and maintain business class car insurance. Pathways Abilities Society reimburses the difference between "To and From" (003 or 023) class insurance and "Business" (007 or 027) class insurance. Employees are responsible for the cost of any repairs to their vehicles.

Employees must document on a Mileage/Expense Report form, the date, the starting destination, all destinations travelled to and from. Employees working in more than one department must submit a separate claim form for each department.

Any item a staff purchases for society reimbursement must be pre-approved by the supervisor and added to the appropriate ShareVision supplies list prior to the purchase. Receipts are required for all purchases. Purchase may include however are not limited to office supplies, occasional meals, supplies for activities, etc.

Employees document on a Mileage/Expense Report form the date, the location of the purchase and what was purchased and attaches the receipt to the form.

An items that costs over \$50.00 must be approved by the executive director or designate.

Mileage/Expense Report forms must be submitted by the 15<sup>th</sup> of the following month for reimbursement. Claim submitted after the 15<sup>th</sup> will not be reimbursed.

Effective/Revision Date  
December 8, 2020

Board Approval

Date Approved  
December 8, 2020