

PATHWAYS ABILITIES SOCIETY

POLICY: MILEAGE AND EMPLOYEE EXPENSE CLAIMS

Applies to: All Personnel

Original Approval Date: December 8, 2020

Date Board Approved: July 29, 2024

Replaces Policy Dated: December 8, 2020

Board Member's Signature

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 who are required to transport individuals and or who are conducting business on behalf of the society 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 submitting an original insurance form from their insurer outlining the difference between "To and From" (003 or 023) class insurance and "Business" (007 or 027) class insurance. If any portion of the form appears to have been white-outed, the form will not be accepted. The employer has the right to verify the reimbursement.

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 item that costs over \$100.00 must be approved by the executive director or designate.

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

Employees are required to keep a copy of their Mileage/Expense Report form until they have confirmed it has been paid.