

## PATHWAYS ABILITIES SOCIETY

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

**Applies to:** All Personnel

Original Effective: December 8, 2020

Effective Date: September 23, 2024

Replaces Procedure Dated: December 8, 2020

#### **Vehicle Insurance**

1. Obtain a copy of the Insurance Differential form. Have the representative from your insurance company complete.
2. Attach the Insurance Differential form to your Mileage/Expense Report.

#### **Employees Using their Vehicle for Society Business**

1. Obtain a Mileage/Expense Report form(s) from the forms binder or print from ShareVision. A separate Mileage/Expense Report form must be used for each of the following service areas: Activity Services, ICO/Social Ventures, Guisachan Road, Bouvette, Individualized Funding: Other, Individualized Funding: Hopkins, Administration and Home Share.
2. Log the date, destination and kilometers traveled each day, on each Mileage/Expense Report form.
3. At the end of the month, submit the completed form to the appropriate area supervisor or manager as outlined in the service areas identified above for reimbursement.
4. The supervisor reviews the Mileage/Expense Report form, signs confirming accuracy and submits it to the executive director for review.
5. The executive director reviews the Mileage/Expense Report form, signs and gives the form to the finance department for reimbursement through the employee's biweekly payroll.
6. The employee is reimbursed through the next payroll.

#### **Staff Purchasing**

1. Add the item to be purchased to the appropriate ShareVision Supplies list and notify the supervisor or manager.
2. The supervisor processes the request and if approved prints the approval and gives it to the support worker to attach to their Mileage Expense Report.
3. Complete the purchase.

4. Add the items purchased to a Mileage Expense Report, attach the receipt and the printed Supplies (Ordering) approval.
5. At the end of the month, submit the completed form to the appropriate area supervisor or manager for reimbursement.
6. The supervisor reviews the Mileage/Expense Report form, signs confirming accuracy and submits it to the executive director for review.
7. The executive director reviews the Mileage/Expense Report form, signs and gives the form to the finance department for reimbursement through the employee's biweekly payroll.
8. The employee is reimbursed through the next payroll.