

Administrative Procedure 532

Business Administration

IN-TOWN TRAVEL MILEAGE REIMBURSEMENT

BACKGROUND

Westmount Charter School will provide an allowance for designated employees in recognition of the costs associated with regular travel between school sites.

PROCEDURES

1. Designated employees who use their own vehicles for regular travel between school sites will be reimbursed at a flat monthly travel allowance in accordance with the following:

| | |
|-----------------------|------------------------------|
| 100% Travel Allowance | \$400 per annum paid monthly |
| 50% Travel Allowance | \$200 per annum paid monthly |
| 25% Travel Allowance | \$100 per annum paid monthly |
2. Designated employees will be advised annually of their qualification for the travel allowance. This may be reviewed by employee request following a change in requirements for their position.
3. Occasional meetings, in-town professional development, in-service activities, coaching and field trip excursions shall not qualify for reimbursement.
4. The allowance is based upon a distance of 2 kilometers between sites and the rate established for out of town travel as described in AP-531.
5. Employees are advised to contact their insurers regarding the business use of their personal vehicle. Depending upon the distance travelled and the frequency of business use, the rating of the vehicle may change. This may vary from insurer to insurer and with the type of use. A sample letter is attached as Schedule A.
6. Employees in receipt of the travel allowance are advised to maintain a log of their business mileage for possible audit purposes.

Cross Reference: AP-531 Out of Town Expense Reimbursement
Date of Adoption: December 14, 2011
Date of Revision: May 26, 2016, March 5, 2013
Due for Review: May 26, 2019

Schedule A to AP 532 In-Town Travel Mileage Reimbursement

SAMPLE LETTER TO INSURER

Date:

To: *Insurance Broker/Agent*

Re: Auto Policy # _____

To whom this may concern,

Within the course of my employment at Westmount Charter School, there are occasions when I am required to use my personal vehicle to travel between school locations as well as to attend meetings, courses, or conferences/workshops on behalf of my employer at locations different from my regular place of work.

The frequency of such use is approximately _____ days per year requiring approximately _____ kilometers per year of travel in my vehicle.

This letter is to notify you of this use and to determine if there would be any additional insurance coverage and premium required as a result. Please advise me, in writing, as soon as possible, as to whether or not additional coverage or premium is required.

I can be reached at _____ should you require further information.

Sincerely,

Name of Employee

Position of Employee