



# Reimbursement of Mileage for Non-School Based Employees

## Appendix B, AP-705 Payments

**Effective: January 1, 2024**

The following process will ensure fair and prompt reimbursement of out-of-pocket mileage costs incurred by non-school based employees in the course of their approved job duties. Mileage reimbursements are not intended to be a source of income greater than actual expenses.

### PROCESS:

#### 1) Mileage Expenses

- a) Mileage will be paid at the current Board rate.
- b) Employees will be reimbursed for actual employment-related travel expenses incurred while on approved Division business upon submission of an approved Employee Travel Expense Claim form.
- c) No claim shall be made for mileage that is greater than the actual work-related kilometers driven in a private vehicle as outlined below.
- d) Staff are encouraged to carpool whenever practical.
- e) Non-itinerant employees are those employees with an office at Warman Division Office, Warman School Services Building, Saskatoon Bus Garage, or other designated Prairie Spirit facility. Non-itinerant employees may not claim mileage between home and their regular place of employment. Only work-related mileage may be claimed; mileage for personal appointments, lunch breaks, etc. may not be claimed. For this employee group, work-related mileage will be calculated in the following manner:
  - i) Determine the regular round-trip distance from the employee's home to their regular place of employment (Prairie Spirit Division Office, School Services Building or Bus Garage, or other designated Prairie Spirit facility). This will be considered *Distance A*.
  - ii) Calculate the actual round-trip distance travelled during the day, starting from the employee's home and ending at the employee's home. Any personal travel during the day should not be included in this total (e.g., side trips for appointments, lunch breaks, etc.). This will be considered *Distance B*.
  - iii) If *Distance B* is greater than *Distance A*, mileage is payable on the difference. If *Distance A* is greater than or equal to *Distance B*, no mileage is payable.

Distance B - Distance A = mileage payable. If the answer is zero (0) or negative, no mileage is payable.

- f) Itinerant employees are employees who do not work at an office in Warman Division Office, Warman School Services Building or at the Saskatoon Bus Garage for the majority of their FTE. Due to the nature of their work, and location changes that may be required on short notice, counsellors working mainly in one location will still be considered itinerant for the purposes of this administrative procedure.

If using a private vehicle for work-related travel, itinerant employees will calculate mileage in one of the following two methods:

**Method 1**

- i) 50 km will be used to represent a reasonable round-trip commute to and from work. This is *Distance A*.
- ii) Record all work-related mileage travelled in the day from their residence. If personal side trips are taken for appointments, lunch breaks, etc., it should not be included in this total. This is *Distance B*.
- iii) If *Distance B* is greater than *Distance A*, mileage is payable on the difference. If *Distance A* is greater than or equal to *Distance B*, no mileage is payable.

Distance B - Distance A = mileage payable. If the answer is zero (0) or negative, no mileage is payable.

**Method 2**

- i) Mileage is not recorded for travel from the employee's residence to the first regular place of employment of the day. An employee may have multiple regular places of employment.
  - ii) Any work-related mileage travelled after the first regular place of employment of the day and before the last regular place of employment of the day is recorded. This is *Distance C*.
  - iii) Mileage is not recorded from the last regular place of employment of the day to the employee's residence.
  - iv) Mileage is payable on *Distance C*.
  - v) If an employee must travel, as their first work-related stop of the day, to a location which is not a Prairie Spirit facility/location (called a point of call), they may claim mileage to this first point of call. This only applies if using Method 2.
- g) Itinerant employees may calculate by either method on any given day. The calculation method will be indicated for each daily claim on the claim form.