

Human Resources Policies  
Mileage (Reimbursement for use of personal vehicles)

Category: **Pay and Benefits**

<b>Policy Statement</b>	The City of Toronto compensates employees who are required to use personal vehicles for the purposes of work.
<b>Application</b>	This policy applies to management and exempt employees.
<b>Conditions</b>	Whenever an employee is required and authorized to use his/her automobile on business of the city, the city shall reimburse the employee at the rate of fifty-two cents (52¢) (2008) per kilometre travelled while conducting city business.
<b>Implementation</b>	<p>Employees claim their mileage expenses through completion of a claims form. The claims form must be signed, both by the employee making the claim and the supervisor/manager who is authorizing the claim, before submitting it to time entry staff for processing.</p> <p>Note: The mileage rate replaces the practice of monthly allowances that previously existed for some employees.</p> <p>The rate per kilometre will be adjusted to ensure parity with collective agreements.</p>
<b>Salary &amp; Benefits</b>	Reimbursement for kilometres travelled, appears on the employee's paycheque. The reimbursement is not a taxable benefit.
<b>Approved by</b>	City Council (Clause 1a, Report No. 4 Administration Committee) July 22-24 2003
<b>Date Approved</b>	October 3, 2000
<b>Revised</b>	January 21, 2008
<b>Related Information</b>	