

Kilometrage and Parking Claims Policy

Division:	Parks, Forestry & Recreation	Approved by:	PF&R Directors
Date Approved:	February 5, 2010	Category:	Human Resources
		Sub-cat:	Pay & Benefits

Policy Statement

The City of Toronto compensates employees who are required to use personal vehicles for the purposes of work.

Application

This policy applies to Parks, Forestry and Recreation management and exempt employees.

Conditions

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 city's current approved rate* per kilometre travelled while conducting city business.

* as per - *HR Mileage (Reimbursement for use of personal vehicles) Policy*

Implementation

Employees claim vehicle use expenses through the completion of a Parks, Forestry and Recreation Kilometrage and Parking Expense Claims form.

Employees are to calculate kilometres used for business based on the distance travelled from the actual point of origin to the business destination and return (if applicable).

Staff may only claim kilometres in excess of those normally driven to and from work on a daily basis (exception: see Stand-by / On-Call below).

For example: if an employee normally drives 50 km round trip from their residence to work each day, the first 50 km driven on any given day are not eligible for reimbursement. If, due to a business related engagement, the same employee logs a total of 75 km on a given day then 25 km are eligible for reimbursement.

Full details regarding each business engagement must be documented on the Parks, Forestry and Recreation Kilometrage and Parking Expense Claims form, providing the correct municipal address (not just the facility or site name) and the exact nature of the business engagement.

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.

The rate per kilometre will be periodically reviewed and adjusted to ensure parity

with collective agreements.

Stand-by / On-call:

Employees who are called in to work, outside of their normal hours of work, may claim the full number of kilometres driven from their point of origin to the work location and back.

Salary & Benefits

Reimbursement for kilometres travelled, appears on the employee's paycheque. The reimbursement is not a taxable benefit.

Forms

Kilometrage and Parking Expense Claims Form