



Procedure Statement:

The Flower Cart reimburses the employee a mileage rate for kilometers driven for employment purposes over and above one trip to and from home and workplace.

Definitions:

Workplace – The Flower Cart campus listed as your main base of employment.

Procedure:

Mileage can be claimed for the following:

1. Driving Back To Work After Finishing Your Workday:
 - a) It has been a long standing “rule-of-thumb” that you drive back and forth to work once each day. If The Flower Cart requires you to do this a second time, you claim mileage.
2. Call-in:
 - a) When an employee is responding to a call-in, Personnel Procedure 312 Call-In.
3. Your workplace:
 - a) An employee can only have one workplace at a time. When required to travel to a location other than the workplace at the start or end of your workday:
 1. Calculate the amount of mileage between home and the required travel location
 2. Calculate the amount of mileage between the home and the workplace
 3. Subtract the home to workplace mileage from the home to the meeting location and claim the difference.
4. Claims related to training – see Personnel Procedure 382 Training

Related Information:

382 Training Procedure

Contact:

Human Resources Department

Roles and Responsibilities:

Employee

- To correctly calculate extra mileage
- To correctly complete mileage claim forms
- Submit mileage claim forms on the next pay after the mileage has been incurred.

Human Resources

- Ensure correct mileage claim forms
- Pay employees for their claimed mileage.

Revision History:

November 2009, May 2012