

Operational Policy

Policy Title:	Applies to:	Reference #
Vehicle Expense Reimbursement	Employees that are required to use their vehicle to conduct City business	121-HR-10
Approved by:	Dates:	Total Pages
Executive Leadership Team	Effective:	01-Nov-2008
	Last Review:	01-Jan-2015
	Next Review:	01-Jan-2017
Authority:		
People and Organizational Culture		

1.0 Purpose

Reimburse employees for parking and travel expenses incurred while conducting City of Regina business. Ensuring the least cost mode of transportation is used without creating undue delays to employees.

2.0 Scope

All employees who are required to have their vehicle available for use to conduct City business. Executive, Directors or equivalent and Managers or equivalent who receive a vehicle allowance are not eligible for vehicle expense reimbursement unless otherwise established (see OOS Vehicle Allowance Policy).

3.0 Definitions

Business Travel: The definition of business kilometres is any travel done with a personal vehicle while on City business which has been approved by the Manager/Supervisor. The trip from home and the trip to home are considered personal mileage.

Managers/Supervisors: Includes members of the Executive Leadership Team (ELT), and Directors.

Reimbursement Rate: Corporate Accounting determines the reimbursement rate. The purpose of the reimbursement is to provide fair compensation to employees for the portion of operating and ownership costs specifically attributable to when the vehicle is being used for business purposes.

Repayment of Advance: Previously an advance was paid to full time and part time drivers to recognize vehicle expenses incurred prior to submission of a claim. Some advances remain outstanding and employees will be required to repay the advance on termination or job reassignment.

4.0 Policy

Managers/Supervisors are responsible for determining what mode of local travel their employees are to utilize and to ensure that the most economical and effective mode of transportation is chosen.

Employees should be fairly compensated for utilizing their private vehicles for authorized City business.

In order to be eligible for the reimbursement, all employees must submit a "Vehicle Expense Reimbursement Claim Form" monthly to their department by requested dates.

The City is not responsible to reimburse for damages while the employee is travelling on City business. All employees who are being reimbursed for use of their private vehicle on City business are expected and responsible to ensure they maintain Motor Vehicle Third Party Liability insurance (package policy/extension insurance) indicating business use and including accident benefits to a minimum of \$1,000,000 per occurrence for bodily injury, death and damage to property.

5.0 Roles & Responsibilities

Management will ensure that this policy is adhered to. Any violation of this policy is to be addressed by management through the Corrective Discipline process.

Employee:

- Log kilometres travelled for business purposes on a daily basis and complete the City of Regina "Vehicle Expense Reimbursement Claim Form".
- Submit completed "Vehicle Expense Reimbursement Claim Form" to Manager for approval – see annual payment schedule for cut-off dates posted by Payroll.
- Ensure claims are submitted to the Manager for approval within appropriate time frame to ensure submission by cut-off date.
- Ensure claim amounts submitted are accurate and are in accordance with this policy.
- Ensure maintenance of Motor Vehicle Third Party Liability insurance (package policy/extension insurance) indicating business use and including accident benefits to a minimum of \$1,000,000 per occurrence for bodily injury, death and damage to property.

Department:

- Determine which positions within the department will be required on a regular basis to supply a personal vehicle for business travel purposes. In consultation with the People and Organizational Culture Department, include this requirement in the appropriate job descriptions.
- Review for reasonableness to ensure business travel is in accordance with the policy and approve the employee's completed "Vehicle Expense

Reimbursement Claim Form”. Claim forms must be signed by the Manager.

- Submit approved “Vehicle Expense Reimbursement Claim Form(s)”.

Payroll Services:

- Process “Vehicle Expense Reimbursement Claim Forms” through the Payroll System according to the scheduled dates provided.
- Recover the vehicle expense reimbursement advance from employees upon job reassignment or termination of employment.
- Review the Vehicle Expense Reimbursement Policy at least every two years. In performing the review, Payroll will consider the following sources of information:
 - Income Tax Legislation and Canada Revenue Agency administrative policies
 - Practices of other large corporations within the area
 - Employee comments

Corporate Accounting:

- Monitor changes in the Saskatchewan Private Transportation Index produced by Statistics Canada, and determine when an upward or downward adjustment in the per kilometre rate is indicated.
- Provide a recommendation to Chief Financial Officer, Corporate Services to revise the rate:
 - The Director of Finance shall review the rate every six (6) months against the Saskatchewan Private Transportation Index. Increases or decreases in the Saskatchewan Private Transportation Index (average over the six month period) which result in an increase or decrease of one (1) cent or greater will be implemented in the seventh month.

6.0 Related Forms

Vehicle Expense Reimbursement Claim Form

7.0 Reference Material

Personal Motor Vehicle Third Party Liability insurance (package policy/extension insurance)
OOS Vehicle Allowance Policy

8.0 Revision History

Revision Timeline: Every two years.

Date	Description of Change	(Re)- Approval Required (y/n)
01-Nov-2008	Initial Release	Yes