



3.L-2013 Mileage Rate Policy

1. Overview (can use either the Overview or Purpose, or both)

St. Mary's University (University) will reimburse faculty, staff and Board members for reasonable travel expenses on university business, including a reasonable mileage allowance for the use of a personal vehicle.

2. Purpose

The purpose of this policy is to set out clear rules and principles for a mileage allowance for the use of personal vehicles on behalf of university business.

3. Scope

This policy applies to mileage incurred by faculty, administrative staff, members of the Board of Governors, and any other individuals required to use their private vehicle during the course of university business.

4. Principles

4.1 Mileage allowance is intended to cover the cost of operating a vehicle during university business use. These costs include, but are not limited to: fuel, insurance, repairs and maintenance. As such, no other vehicle related expenses are reimbursable when using a personal vehicle on university business.

4.2 Allowances must be attributable; that is, expense reports for mileage must clearly itemize the purpose for each trip.

5. Policy

5.1 Mileage rates are set annually, by July 1.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Finance	October 15, 2013	October 15, 2013	Every 5 years

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- 5.2 Mileage rates are set at the lower of 90% of the published CRA rate for that calendar year, rounded to the nearest whole cent or the rate published by the University of Calgary.
- 5.3 Travel between home and the normal work location is considered personal travel and is not reimbursable. There is an exception where an employee is required to report directly to a 'point of call' rather than their office in which case the mileage is considered business mileage and eligible for reimbursement.
- 5.4 Employees using their personal vehicle on university business do so at their own volition.
- 5.5 The University cannot assume responsibility for damage caused to personal vehicles during use for university business.
- 5.6 All mileage claims must be approved by the budget manager and the Vice President of the relevant function. It is strongly recommended that all employees ensure that they have approval in advance of using their personal vehicle for university business.
- 5.7 Employees are expected to use the most economical means of ground transportation having due regard to health and safety and length of stay (including accommodation costs).
- 5.8 When travelling distances of 600km or more (round trip), where the use of a rental car is more economical and the employee chooses to use their own vehicle for personal reasons, the traveler may claim the lowest of:
- i. The equivalent cost of using a rental vehicle; or
 - ii. Mileage rate for all km travelled; or
 - iii. Lowest available airfare by the most direct route.

PROCEDURE

Mileage Allowance Claim Procedure

1. Mileage allowance claims shall be made using the Expense Claim Form listing the date, purpose, location and other relevant details.
2. Mileage allowance claims must be approved by the budget manager and the Vice President of the relevant function.
3. Mileage allowance claims may be submitted, at any time, but employees are encouraged to submit whenever the allowance exceeds \$50.00.
4. All mileage claims for the fiscal year must be submitted no later than two weeks after the fiscal year end (March 31).
5. Employees making mileage claims must provide a record of the date of travel, purpose of travel, destination of travel, and total distance driven with the mileage claim.
6. As of July 1, 2016, the rate is \$0.46/km.

