
Mileage Rate

1. Purpose

St. Mary's University ("the University") recognizes that Board members and employees may occasionally need to use their personal vehicles for university business and will provide a reasonable mileage reimbursement. This policy ensures that such reimbursements are fair, well-documented, and aligned with CRA standards for financial responsibility and accountability.

2. Scope

- 2.1 This policy applies to mileage incurred by Members of the Board of Governors, employees of the University, and other individuals authorized to use a personal vehicle for approved university business.
- 2.2 This policy does not apply to personal travel, including ordinary commuting between home and a normal work location.
- 2.3 Employees voluntarily use personal vehicles; the University does not assume responsibility for damage to personal vehicles.

3. Definitions

- 3.1 Business Mileage - Distance travelled using a personal vehicle for approved university business, excluding trips between home and a normal work location.
- 3.2 Mileage Allowance / Mileage Rate - The per-kilometre reimbursement amount paid to individuals using their personal vehicle for business purposes. This rate is intended to cover all operating costs, including fuel, insurance, repairs, and maintenance.
- 3.3 Traveler - The individual outlined in the scope as having been authorized to claim mileage reimbursement for business travel.

4. Principles

- 4.1 The University values financial accountability, ensuring that mileage reimbursements and attributable-to-business purposes reflects prudent, transparent, and well documented use of resources. It prioritizes fairness and consistency by applying standardized mileage rates and approval processes that treat all employees equitably.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Vice-President Finance & Administration	October 15, 2013	February 23, 2026	Every 5 years

Appendix A: Procedures for Claiming Mileage and Determining Mileage Rate

1. Economic Considerations

- 1.1 Employees must use the most economical form of ground transportation considering cost, safety, and travel duration.
- 1.2 When travelling distances of 600km or more (round trip), where the use of a rental car is more economical and the traveler chooses to use their own vehicle for personal reasons, the traveler may claim and be reimbursed for the lowest of:
 - 1.2.1 The equivalent cost of using a rental vehicle; or
 - 1.2.2 Mileage rate for all km travelled; or
 - 1.2.3 Lowest available airfare by the most direct route.

2. Mileage Rate Rules

- 2.1 Mileage rates are reviewed periodically
- 2.2 The rate is informed by:
 - 2.2.1 The Canada Revenue Agency (CRA) published annual automobile allowance rate, rounded to the nearest cent; or
 - 2.2.2 The mileage rate published in the Province of Alberta's Travel, Meal and Hospitality Expenses policy.
- 2.3 Mileage rate in effect as of July 1, 2025: \$0.55/km.

3. Claim Submission

- 3.1 All claims must be submitted on the University's Expense Claim Form and include:
 - 3.1.1 Date of travel
 - 3.1.2 Purpose of travel
 - 3.1.3 Destination
 - 3.1.4 Total distance travelled
- 3.2 Claims must be approved by:
 - 3.2.1 The budget manager, and
 - 3.2.2 The Vice President of the relevant function
- 3.3 Claims may be submitted at any time; employees are encouraged to submit once they exceed \$50.
- 3.4 All claims for the fiscal year must be submitted no later than two weeks after fiscal year end (March 31).

4. Personal Vehicle Use and Liability Disclaimer

- 4.1 Travelers using their personal vehicle on university business do so at their own volition.
- 4.2 The University does not assume responsibility for damage caused to personal vehicles during use for university business.