



## CITY OF CORNER BROOK

### Policy Statement

<b>Index</b>	Finance and Administration	<b>Section</b>	Payments and Approvals		
<b>Title</b>	Travel Expenses - Automobile Usage	<b>Policy Number</b>	11-05-09	<b>Authority</b>	Council
<b>Approval Date</b>	06 Nov 06	<b>Effective Date</b>	06 Nov 06	<b>Revision Date</b>	

#### ***Policy Statement:***

Councillors/Employees who are required by the City, as a condition of employment, to use a private automobile for City business will be entitled to claim for mileage at the rate as outlined in this policy.

#### ***Reference:***

Approved: 06-229 (6 November 2006)  
CPS06-68 (24 October 2006)

#### ***Detailed Action Required:***

##### Responsibilities

Councillors/Employees are responsible to travel using the most economical source available.

Rental vehicles are to be used when it is determined that this is more economical than paying mileage on personal vehicles. Where it is determined that a rental vehicle is required the corporate rate on a standard vehicle will be obtained. When two or more people are traveling to the same destination, efforts will be made to combine travel costs to minimize expenses.

For long distance travel, if seat sale rates for economy airfare are less than mileage expenses or rental of a vehicle, that method of transportation should be used.

Receipts are required for any claims for taxi fare.

##### Mileage Rate

Oct. 1, 2006 - Dec. 31, 2006     \$ .3342 per/km

The mileage rate will be adjusted quarterly to reflect fluctuations in fuel prices and will be that rate set by the Province of Newfoundland and Labrador (Policy Name: Automobile Reimbursement Rates for Using a Private Vehicle at Work).

The rate claimed will be the rate applicable on the actual date of travel.

##### Business Insurance

Councillors/Employees who are required to have a private vehicle for use on City business will be paid the difference between private and business insurance to a maximum of \$400 per year on the provision of appropriate receipts.

##### Claiming Automobile Travel Expenses

When claiming reimbursement for the use of private automobiles, councilors/employees must complete and submit the Private Vehicle Usage Report and attach it to the Travel Expense Claim Voucher.

The distance traveled to reach the councillor's/employee's travel destinations should approximate that shown on the official road map of the Province of Newfoundland and Labrador.

Miscellaneous travel in and around the City of Corner Brook, or within the travel destination area, should be shown separately in the Expense Report, accompanied by a brief explanation of the purpose of the travel.

City staff in receipt of annual car allowances are not entitled to mileage on short haul trips (less than 100km return).

Councillors/Employees may not claim for storage, traffic violations, repairs or towing while on City business.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

  
MAYOR

  
CITY CLERK