

POLICY

SECTION:	BUSINESS	POLICY:	B-02
TOPIC:	MILEAGE REIMBURSEMENT RATE	PAGE:	Page 1 of 1
REVIEW DATE:	September 2019	DATE:	September 2014
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The District School Board of Niagara (DSBN) shall provide mileage reimbursement for all employees and trustees who are authorized to use their own vehicle in the performance of their regular duties.

The Government of Canada's reasonable per-kilometre rate for kilometres driven in excess of 5,000 kilometres paid to employees using their personal vehicle for business, as published each January, will be the DSBN's kilometre reimbursement rate effective September 1st of that year.

Kilometres may be claimed for distance measured from one's regular place of employment to any other DSBN-owned establishment or to other locations to which an employee actually travels in the course of DSBN business, in accordance with Administrative Procedure 5-18: *Employee Travel and Expense Reimbursement* and Administrative Procedure 5-23: *Trustee Travel and Expense Reimbursement*.

References

Administrative Procedure 5-18: Employee Travel and Expense Reimbursement
 Administrative Procedure 5-23: Trustee Travel and Expense Reimbursement