

AP 408-1 – Mileage Reimbursement

1. When a private motor vehicle is used for school district business, mileage incurred may be requested for reimbursement.
2. Carpooling is encouraged and should be considered where reasonable.
3. The calculation for kilometers for mileage reimbursement is as follows:
 - 3.1 Mileage During Normal Working Days
Use the lesser of the kilometers between:
 - your primary work location and your destination; or
 - your residence and the actual kilometers driven
 - 3.2 Mileage During Other Days
Travel between your Personal Residence to (from) Another Work Location may be claimed on days not normally scheduled where authorized (e.g. travel on weekends to or from a meeting outside of Abbotsford).
 - 3.3 Travel to (from) Primary Residence and Primary Work Location (or return)
Travel between the Primary Work Location to (from) Personal Residence is not normally available for reimbursement. Travel may be reimbursed on exception and with specific approval by their supervisor in specific circumstances
 - 3.4 Travel Between Work Locations
Travel Between work locations, including travel between Primary Work Location and Another Work Location will normally be reimbursed, subject to the terms of the collective agreement or employment contract applicable.
4. It is the responsibility of the employee requesting reimbursement and their supervisor to ensure kilometers claimed are correct.