

EMPLOYMENT CONDITIONS – STAFF TRAVEL

HR D12

INTENT

Sunshine Coast Community Services Society employees are reimbursed for travel incurred in their daily assignments, training and other related duties. Travel is reimbursed a rate set out in the policy and in the collective agreement where it applies.

POLICY

Travel in the performance of regular duties is considered to be pre-authorized; exceptional or incidental travel requires authorization as established with the employee's supervisor.

In the normal course of duties the mileage begins at the usual place(s) of the employee's work or the employee's home whichever is the lesser amount. If the employee then continues to use their personal vehicle in the performance of their duties the mileage between those locations is considered work travel. At the end of the employee's shift travel will be reimbursed to return to the employee's usual place of work or home whichever is closer.

Examples

- John's usual place of work is the Inlet Office in Sechelt. On Monday, John has an appointment first thing in the morning with a client in Davis Bay close to where he lives. John does not claim the mileage to get to the client's home close to where he lives. When John leaves the client's home to go to his next appointment he begins tracking mileage that will be expensed.
- On Tuesday, John is going to see a client in Halfmoon Bay first thing in the morning. John begins tracking his mileage to be expensed from the Inlet office in Sechelt.
- John has a meeting in Gibsons at the end of the day. He claims his mileage to return to his home in Davis Bay rather than to the Inlet Office in Sechelt.

Exceptional or Incidental Travel

- Travel time and mileage is paid when training or attendance at an event is mandatory and/or required by the program supervisor. In this instance travel time and mileage begin at the worksite or at the employee's home, whichever is closer.
- When staff development is helpful to the program or service but not required and where the staff development is of interest to the employee but not related to or required by the program or service, travel time and mileage will be negotiated between the employee and supervisor. All requests will be given reasonable consideration based on operational requirements and financial constraints.

- When an employee works in multiple programs or services within the organization, the worksite will be the location of the program or service that is requesting and/or approving attendance or the employee's home, whichever is the closer of the two locations.
- From time to time a ferry reservation may be appropriate for the employee to travel. This is an allowable expense with the supervisors' approval.

Insurance

Employees using their own vehicle must carry a minimum of \$5,000,000 liability insurance and adhere to the regulations for business use of the vehicle. The Society will reimburse the difference between the cost of \$2,000,000 liability insurance and the required \$5,000,000 liability insurance. The Society will also reimburse the difference between "to and from work" and "business" insurance. Employees using their own vehicles for work more than six days per month, other than transporting clients, may also claim the difference between "to and from work" and "business" insurance with the approval of the supervisor.

PROCEDURE

1. Employees must submit a mileage statement promptly after incurring expenses over \$10.00. Mileage will be reimbursed at the rate of 48 cents per kilometre or the rate set out in the Collective Agreement where it applies.
2. Mileage over \$10.00 submitted more than one month after the month in which the expense was incurred must be authorized by the Executive Director before reimbursement.
3. An Insurance Expense Form will be submitted to payroll within 30 days of the insurance renewal, along with a copy of both pages of the current vehicle insurance. A copy of the vehicle insurance will also be submitted to HR department at the same time.
4. All travel and insurance expenses must be approved by the supervisor.
5. At the fiscal year end, March 31, all mileage for the previous fiscal year must be submitted by April 15th.

Reference For all other expenses refer to HR D13 Staff Expenses.

See also Policy BPE 3 Privately owned vehicles

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually