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## POLICIES & PROCEDURES

### SUBJECT: BUSINESS TRAVEL

#### 1.0 POLICY:

Staff who are required to use their own vehicle for travel on Ongwanada business during their workday will be reimbursed for expenses incurred as outlined below.

#### 2.0 PROCEDURE:

2.1 Mileage incurred under this policy shall be reimbursed at a rate of 51 cents per KM.

2.1 At the commencement of an employee’s workday, employees who use their own vehicle to travel from their home, on the employer’s business, to a work related location that is not their employer designated location, shall be paid mileage for only those kilometers travelled in excess of the distance between their home and their employer office location

2.2 At the end of the employee’s regular workday, employees who use their own vehicle to travel on the employers business to their home, from a work-related location that is not their employers designated location, shall be paid mileage for only those kilometers travelled which are in excess of the distance between their home and their employer office location.

As such, employees working from home will deduct the mileage of their normal commute to and from their employer designated location from all mileage incurred travelling between locations on employer’s business in the course of their working day. See example below:

Location	Example 1	Example 2
<b>Business destination (to and from)</b>	10km (from home)	30km (from home)
<b>Normal commute (to and from employer office location)</b>	15km (from home)	15km (from home)
<b>Mileage claim</b>	0	15km

In addition, if employees travel to multiple destinations, they shall be paid mileage for those kilometers travelled on employer business between employer designated locations during the workday (see example below)

Location	Example 1	Example 2
<b>Business location 1</b>	10km (from home)	10km (from home)
<b>Business location 2</b>	2km (from location 1)	10km (from location 1)
<b>Business location 3</b>	2km (from location 2)	10km (from location 2)
<b>Total mileage travelled</b>	14 km	30km
<b>Normal commute (to and from employer office location)</b>	15km	15km
<b>Mileage claim</b>	0	15km



**Ongwanada**

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2.5 It is the responsibility of employees using their own vehicle on approved Ongwanada business to ensure that their personal automobile insurance is adequate. A minimum of \$1,000,000 third party liability is recommended See Policy 1-6-45 *Use of Vehicles*.

- 2.5.1 the vehicle must be insured at the vehicle owner's expense;
- 2.5.2 insurance must include business use;
- 2.5.3 damage or any liability incurred during business use of a personal vehicle will not be reimbursed;
- 2.5.4 insurance deductible amounts will not be reimbursed;
- 2.5.5 if the vehicle is involved in an accident, the staff member is solely liable for all associated costs and claims.

### **3.0 LEAD PERSON**

Chief, Finance and Administration Officer