

Human Resources Policies
 Mileage (Reimbursement for use of personal vehicles)



Category: **Pay and Benefits**

Policy Statement	The City of Toronto compensates employees who are required to use personal vehicles for the purposes of work.
Application	This policy applies to management and exempt employees.
Conditions	Whenever an employee is required and authorized to use his/her automobile on business of the city, the city shall reimburse the employee at the rate of fifty-two cents (52¢) (2008) per kilometre travelled while conducting city business.
Implementation	<p>Employees claim their mileage expenses through completion of a claims form. The claims form must be signed, both by the employee making the claim and the supervisor/manager who is authorizing the claim, before submitting it to time entry staff for processing.</p> <p>Note: The mileage rate replaces the practice of monthly allowances that previously existed for some employees.</p> <p>The rate per kilometre will be adjusted to ensure parity with collective agreements.</p>
Salary & Benefits	Reimbursement for kilometres travelled, appears on the employee's paycheque. The reimbursement is not a taxable benefit.
Approved by	City Council (Clause 1a, Report No. 4 Administration Committee) July 22-24 2003
Date Approved	October 3, 2000
Revised	January 21, 2008
Related Information	



[Go back](#)