



Procedure # 1011-01

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Procedure Title: Mileage Rate
Procedure No.: 1011-01
Approval: CAO
Effective Date: September 27, 2006
Supersedes Procedure No.: New

1. Procedures

- 1.1 The County will review the mileage rate during the annual budget process.
- 1.2 The County will review the mileage rate when there is a sustained (3 months or more) change in the price of fuel of \$0.10 per litre.
- 1.3 The Canadian Automobile Association's (CAA) Driving Costs information report will be used as the basis for calculating the rate per kilometre. A minivan under this report is considered a typical vehicle and will be used to determine costs. The rate will include 100% of the operating/variable costs of operation and 50% of the ownership/fixed costs of operation. This rate by its nature will be imprecise but will provide a consistent basis for calculation.
- 1.4 To be reimbursed for mileage expenses an expense claim must be filled in, approved and submitted to Corporate Services.
- 1.5 It is the responsibility of each individual to contact their insurance company to ensure they have proper coverage in place. If there are extra insurance costs associated with the use of the vehicle for County purposes it is expected that this additional expense would be covered by the per kilometre reimbursement.
- 1.6 If an individual has exceptional circumstances the Chief Administrative Officer (CAO) may establish a method of compensation that applies to that individual.
- 1.7 The CAO may authorize a change in the rate in accordance with this policy. The CAO will establish a procedure for rate changes.
- 1.8 The approved mileage rates are as follows:

Effective From:	Effective To:	Rate:
September 27, 2006	April 30, 2008	\$0.46
May 1, 2008	January 31, 2010	\$0.48
February 1, 2010	March 31, 2011	\$0.46
April 1, 2010		\$0.48

- 1.9 For staff claims in excess of 1,000 km per month or 15,000 per calendar year the mileage rate will be half of the rate as given in section 1.8. The reduced rate will apply to any mileage claimed above the limits and will be based on the dates of actual travel not the date when the claim is made.
- 2.0 For Council and CAO claims in excess of 2,500 km per month or 24,000 per calendar year the mileage rate will be half of the rate as given in section 1.8. The reduced rate will apply to any mileage claimed above the limits and will be based on the dates of actual travel not the date when the claim is made.

End of Procedure

Approved: September 27, 2006

Amended: February 2, 2010

Amended: April 1, 2011