

CITY OF ST. JOHN'S CORPORATE AND OPERATIONAL POLICY MANUAL	
POLICY TITLE: <i>Travel and Mileage Reimbursement Policy</i>	POLICY #: <i>03-11-08</i>
LAST REVISION DATE:	POLICY SECTION: <i>Human Resources- Travel</i>
POLICY SPONSOR: <i>Deputy City Manager- Department of Financial Management</i>	

1. Policy Statement

This policy addresses the travel and expense protocols by which employees and council will be governed when attending to City business. Its intent is to provide the following:

- Clarity on the City of St. John's reimbursement process for employee/council travel expenses.
- Use of personal vehicles for City business and reimbursement for the same.

The City of St. John's will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, mileages, etc. incurred on City business. Such reimbursement will not include the distance normally driven by the employee between their residence and their place of work. It is expected that employees act responsibly and professionally when incurring and submitting costs.

Reimbursement of reasonable expenses incurred while on City of St. John's business do not constitute income or other compensation that would open the way for personal gain.

1.1 Periodically, it may be necessary for individual employees to attend or participate in activities outside normal business work locations. Attendance and coverage of expenses incurred at such activities may be either at the request of the employer or employee and must be preauthorized.

The City of St. John's will reimburse employees (elected officials and employees) for all authorized travel expenses incurred within the limits and guidelines established in this policy.

1.1.1. Approvals

1.1.1.1 Travel – All travel must obtain the following approvals or authorization:

- Council shall authorize the travel of the members of Council and the City Manager.
- Travel by all other employees must have been budgeted and must be specifically approved by the City Manager or designate prior to incurring any cost relating to said travel and/or to the actual date of departure, whichever is earliest.
- Any cost exceeding the approved departmental travel budget must be approved by the City Manager.

1.1.1.2 Expenses - All travel expenses require the following authorizations before payout:

- The Deputy City Manager, Financial Management or designate shall authorize the travel costs and expenses of the members of council, and City Manager;
- The City Manager or designate will authorize the travel costs and expenses of the Department Heads; and
- Department Heads or designate will authorize the travel costs and expenses of departmental employees.
- The travel authorization form is authorized by the Deputy City Manager, Financial Management for appropriate payouts post relevant approvals for all employees.

1.1.2. Forms

Employees travelling on City business must complete the required documentation prior and post travel within the time limits specified on the relevant forms.

1.1.3 Travel Status

Employees are considered to be on travel status when they travel for City business outside of normal work locations, from the time they leave their place of residence or normal place of work for the purpose of travelling on City business to the time they return to their place of residence or normal place of work. Travel status does not include the distance normally driven by the employee between their residence and their place of work. The travel status of employees who combine personal business with official duties will not include the period of time the employee is on personal business.

1.1.4 Transportation

The mode of transportation will be at the discretion of the employee travelling, and subject to approval, taking into consideration the destination and ensuring reasonable costs.

1.1.5 Personal Business

An employee travelling on City business may, with the approval of the Department Head, combine personal business with their official duties. However, the claim for expenses will be paid on the basis of the expenses that would have been incurred had the trip been made by the most direct route and most economical mode of travel.

Extra working time required for travel or stopovers to enable personal business will be deducted from vacation leave entitlement. Any employee who combines personal and City business must include calculations and supporting documents showing the most economical mode of travel versus the actual costs.

1.1.6 Accompanied By Spouse

The City will only pay the expenses of an employee of the City of St. John's. If an employee is accompanied by their spouse, the City will pay only those costs incurred by the employee equivalent to the hotel single accommodation rate.

In extraordinary circumstances, the expenses of the spouse of an employee may be reimbursed when authorized by Council as being necessary or desirable for reasons of protocol or public relations.

1.1.7 Foreign Exchange

The City will pay the exchange rate between Canadian funds and the funds of the country in which the expenses were incurred. If the employee travelling does not have documentation to confirm the actual exchange rate, the applicable exchange rate as provided by the Bank of Canada shall be used.

Please see Appendix 1 for further details.

1.2 Personal car usage reimbursements and insurance requirements

1.2.1 If employees use their personal vehicles for city business, mileage will be reimbursed as published by the Division of Human Resources on the City's intranet post approval by their division manager. The City will not be responsible for fuel, maintenance, traffic or parking violations. Such reimbursement will not include the distance normally driven by the employee between their residence and their normal place of work.

1.2.1.1 Mileage for travel from and to employees' residence will be reimbursed if the employee is "required" to attend city related business in addition to and outside of their regular scheduled working hours.

1.2.1.2 Taxi fare reimbursement may be provided where employees need to attend city business and are not required to have a vehicle as a condition of employment

1.2.2 For positions where the City requires individuals to have a personal 4 wheel drive or equivalent vehicle as a condition of employment, an amount of \$230 monthly vehicle allowance + mileage will be reimbursed. The \$230 will be adjusted annually on Jan 1st based on the average of the applicable components of the published Province of Newfoundland and Labrador Consumer Price Index for transportation published by Statistics Canada for the last 12 months. The department Deputy City Manager will review and approve positions which need a personal 4 wheel drive or equivalent vehicle as a condition of employment. The mileage plus allowance will be processed through payroll and is considered a taxable benefit. If personal usage under the CRA regulations are considered taxable, employees are required to submit personal usage log for calculation of taxable benefit.

1.2.2.1 The vehicle allowance will continue to be paid during all paid leave (vacation, sick leave etc.)

1.2.2.2 The vehicle allowance will be discontinued during Long Term Disability and any Leave Without Pay extending beyond 20 working days. *(This is to be confirmed based on a separate policy note approval)*

1.2.2.3 No vehicle allowance shall be paid to an employee while their driver's license is expired / suspended. Where applicable, these payments will be discontinued effective the date of the expiry / suspension. (See further details in Policy 03-10-10)

1.2.3. Any employee using their personal vehicle for City business shall provide evidence of liability insurance for the business use of their vehicle. Such evidence shall be in writing from the insurer and provided on an annual basis to the Department of Human Resources and is required irrespective of whether a fee is charged for this service.

Employees shall carry a minimum amount of motor vehicle liability insurance (currently \$1,000,000) and are required to advise their insurance company that they will use their vehicle for business use. The additional fee on insurance will be reimbursed up to a maximum of a pre-determined and communicated amount.

Should an employee be involved in an accident while conducting City business, the employee's own insurance shall be considered primary in all instances. In addition, any deductibles payable under such insurance shall be the sole responsibility of the employee

Please see Appendix 2 for further details

1.3 Assignment of City Owned Vehicles to City Employees

In exceptional circumstances, specific preapproved positions will be assigned a City owned vehicle to be used at all times (24hrs) in order to carry out their duties. This will be approved by the City manager or designate.

The employee will be required to complete a daily travel log (mileage reimbursement log Appendix 3) which will indicate the vehicle type and its subsequent usage, or portion thereof. If personal usage under the CRA regulations are considered taxable, employees are required to submit personal usage log for calculation of taxable benefit. This is required at taxable year end (current) or at end of temporary assignment of city vehicle.

2. Application

The policy applies to all employees and council. It covers:

- Authorized, local, national or international travel on City business.
- Expenses related to attendance of employees at conferences, training sessions, and seminars or similar authorized by the City Manager or designate.
- Expenses or allowances related to use of personal vehicles for city business.

This policy will take precedence over any existing Business Unit policies and will be read in reference to applicable legislation. Any travel allowance provisions entrenched in current collective agreement of the City of St. John's shall supersede the relevant provisions found herein.

3. Responsibilities

3.1 Employees and Council

Members of Council, City Manager, Deputy City Managers, Directors, other Executives and Staff are responsible to:

- ensure they are informed of this policy and its contents,
- complete required forms as appropriate; and
- obtain approval of expenses by normal chain of authorization.

In addition, all employees irrespective of position held are responsible to:

- ensure the travel/expenses are approved prior to travel and within budget and that detailed forms and supporting documentation/receipts are provided when required.
- advise the Financial Management Department if any third party reimbursement is involved.

- not authorize their/her own claims.
- attach receipts, and file expense / mileage claims within the stated time periods.
- reimburse the City for advances in excess of expenses paid.
- arrange their own transportation and accommodations, etc. using the designated travel consultant where one exists.
- where all or some of the expenses incurred on the trip are to be reimbursed by a third party, the employee is responsible for:
 - the immediate submission of a detailed expense claim to that third party.
 - request that the third party make any cheque covering reimbursement payable to the City of St. John's.
 - If the third party inadvertently issues a cheque for reimbursement which is made payable to the employee, the employee must endorse the back of the cheque as "Pay to the City of St. John's" and hand deliver it to the Deputy City Manager, Financial Management or their designate upon receipt.
- ensure they have liability insurance for the business use of their personal vehicle.
- complete and submit the Mileage and Reimbursement log for business use of their personal vehicle on a quarterly basis.
- log ,complete and submit the Mileage and Reimbursement for personal use of their City vehicle assigned on a full time basis as referenced in 1.3 above on an annual basis or at the end of their assignment.
- ensure they have a valid driver's license for the appropriate category and inform their Supervisor in writing in case of expiry/ loss / suspension of license.
- ensure that the Human Resource Division has an updated copy of their driving license and business insurance.
- employees are expected to adhere to City Occupation and Health Safety policies and procedures while conducting City business.

3.2 Management

Managers/Supervisors are responsible to:

- ensure employees reporting to them are aware of and adhere to this Policy
- ensure the travel/expenses are approved prior to travel and within budget and that detailed forms and supporting documentation/receipts are provided when required.
- advise the Financial Management Department if any third party reimbursement is involved.
- provide employees using personal vehicles with a Mileage and Reimbursement log to maintain and submit for reimbursement on a quarterly basis.
- approve reasonable mileage claims for employees on a quarterly basis
- verify that employees using personal vehicles have the appropriate insurance and valid driving license
- ensure the department Deputy City Manager reviews and approves positions which need a personal 4 wheel drive or equivalent vehicle as a condition of employment.

The responsibility rests with each City Department concerned to ensure that the most practical and economical travel options are selected and that approved departmental budgets are strictly managed.

3.3 Department of Finance

The Department of Finance is responsible to:

- follow up with the claimant and process the submitted documents within the required time frames.
- authorize claims which comply with the policy and reimburse the claims while maintaining records of same. Provide interpretation where the suitability of the rates is questioned or where conflicts arise.
- record and track any third party reimbursements.
- make the necessary HST/GST calculations. Financial Services shall correct general ledger accounts of expenses claimed to facilitate appropriate monitoring and reporting of expenses.
- ensure mileage reimbursements are done only on receipt of approved Mileage payment requisition forms and confirmation from the Human Resources Division
- personal kilometers driven will be considered as a taxable benefit in accordance with The Income Tax Act and Canada Customs and Revenue Agency regulations where the vehicle assigned fits within the definition of an automobile. Payroll will review the information provided by fleet services and action accordingly.
- In cases where individuals are in receipt of a car allowance plus mileage reimbursement, Payroll will follow the relevant CRA regulations and consider this a taxable benefit
- provide Council with a quarterly report on travel reimbursement costs based on the record of expenses paid. The level of detail must be such that anyone looking at the transactions, such as auditors, should be able to understand the purpose of the expenditures.
- advise the employee's Manager and Human Resources Advisor in cases where policy and related procedures are not being followed by the employee despite appropriate reminders.

3.4 Fleet Services

Where employees have been assigned city vehicles for City business under exceptional circumstances (as referenced in 1.3 above) , or where a city vehicle from the fleet is assigned to a specific employee on a long term or exclusive basis, Fleet Services will provide the Department of Financial Services with a summary of travel logs which will contain the :

- a) Division name
- b) Vehicle Number
- c) Employee to whom vehicle is assigned;
- d) Total kilometers recorded for the vehicle;
- e) Total personal kilometers recorded for the vehicle.
- f) Standby charge and operational expense amount.

To facilitate this, employees are required to submit the Mileage and Reimbursement log to the Fleet Division through their immediate supervisor on annual basis or at the end of the term for the City vehicle usage. In instances where there is more than one vehicle being used, a log per vehicle is required. For example, employee issued a vehicle for three months, returns that vehicle and is issued new vehicle.

3.5 Human Resources is responsible to:

- ensure that position descriptions that require a vehicle for city business as a condition of employment have been vetted and approved
- ensure that positions which need 4 wheel drives or equivalent as a condition of employment have been vetted and approved by the department Deputy City Manager.
- ensure that employee information is updated in the Human resource Information System

- ensure that valid driving license and Business Insurance forms that are received from employees are recorded on to the employee's records.
- Ensure that mileage claims are verified and that there is a valid licence and business insurance in place before processing reimbursements.
- support department managers when addressing policy violations

4. Definitions

Employee: For the purposes of this policy, includes all employees of the City of St. John's and members of council.

Council: This comprises of eleven elected citizens consisting of a mayor, deputy mayor, and nine councilors.

Normal place of work: The work location where an employee normally performs the duties of their employment on a daily or regular basis.

Claimant: any individual who seeks reimbursement of an expense or payment of an allowance under this policy.

Business activities: any activities intended to promote and achieve the goals and objectives of the "City of St. John's" municipality.

Designate: Any employee who has been delegated responsibility for specific action. For the purpose of this policy, the designate would be an employee with similar or higher authority OR a committee which has been given responsibility for decisions pertaining to this policy.

Department Head: For the purpose of this policy, the Department Head is any position which would be considered the head of a particular department reporting into the City Manager irrespective of whether the position is a Manager, Director, or Deputy City Manager.

5. References

- Appendix 1- Expenses on travel out of the province or long distances within the province
- Appendix 2 – Mileage Reimbursement for personal vehicles used for City Business within the St John's metro and surrounding areas.
- Appendix 3- Mileage Tracking and Reimbursement form
- Link to The Income Tax Act and Canada Customs and Revenue Agency regulations

6. Approval

Indicate the following:

- Position Title of Policy Sponsor / owner: Deputy City Manager – Financial Services
- Position Title of Policy writer: HR Advisor- Policy and Program development
- Date of approval from Corporate Policy Committee / Senior Executive Committee / Finance & Administration Committee:
- Date of approval from St. John's City Council:

7. Monitoring and Contravention

The monitoring of this policy shall be done as per the responsibilities laid out in section 3 of this policy.

Any irregularity or fraudulent information submitted by an employee, or any other willful misuse or misappropriation of public funds, may result in disciplinary action upto and including dismissal. Any suspected irregular use of public funds should be brought to the attention of the City Manager for further investigation and follow up disciplinary or legal action.

8. Review Date

Indicate the date that the policy was last updated and date of next review. The recommended time period is 3 to 5 years.

Appendix 1- Expenses on travel out of the province or long distances within the province

Expense	Standard
Travel	<p>Air Travel – on a commercial air carrier, will be considered the normal mode of transportation for trips outside the province, and for longer trips within the Province. When arranging air travel, the following will apply:</p> <ul style="list-style-type: none"> • Since travel to conferences, conventions, seminars, workshops, and training courses can be anticipated well in advance, the normal travel will be by advance booking (seat sale). • Air travel for general business purposes is usually of a nature that advanced booking is not possible. Therefore, the charge for air fare will normally be economy or equivalent, except that on flights in excess of three hours, an upgrade to business class or equivalent may be permitted with the prior approval of the City Manager. • Other Fees Related to Airfare: The City will cover the cost of a Seat Selection Fee in order to secure the individual's seat on the aircraft and to avoid higher fares which guarantee a seat. The City will reimburse the cost of baggage fees for the first bag only. • If travelling by car instead of air, reimbursement will be done for the lesser amount of Kilometer rate, or cost of airfare. • No other service, cancellation or insurance fees will be considered a reimbursable expense unless a clear discernible benefit to the City of St. John's is demonstrated. The Deputy City Manager, Financial Management will make a final decision on any fees claimed in this regard. • Below expenses shall be supported by vouchers, receipts or other appropriate documents for decisions on claim to be made appropriately. <ul style="list-style-type: none"> ○ Air Ticket Costs - where these were not purchased or provided by the City. Employee should provide an invoice showing tax details. ○ En Route Accommodation - not included in the basic fare or ticket purchased or provided by the City. ○ Overnight Accommodation
Privately Owned Vehicles	<ul style="list-style-type: none"> • Allowance for the use of privately owned vehicles will be made at the rate posted by the Human Resources Division. This rate will be adjusted on a quarterly basis using the rates produced by the Government of Newfoundland and Labrador Human Resource Policy Manual with the same effective date. • An employee may use their own vehicle for transportation to and from the St. John's Airport and be reimbursed for the cost of mileage at the applicable rate plus parking, provided the costs do not exceed normal taxi fare. When several people travel together in the same vehicle, only the owner will be entitled to the reimbursement. Other than the above, the person travelling will normally be reimbursed for taxi fare from their place of residence or normal place of work to the airport and return. • A person travelling shall be reimbursed for any actual and reasonable costs incurred for taxi, airport limousines, buses, or equivalent transportation on necessary official business in the location(s) outside St. John's listed on their Travel Authorization. Receipts must be obtained and submitted with the Travel Expense Statement. • City owned vehicles may be used for journeys where it is more economical to do so, with the prior permission of the Department Head and/or the City Manager.

Rental of vehicles	<ul style="list-style-type: none"> • Rental of vehicles at the destination will not normally be permitted. However, where the employee's ultimate destination is of a sufficient distance from the nearest airport to make the cost of taxi service prohibitive, the employee may request a vehicle rental on the Travel Authorization Form. • Employees using a rental vehicle for City business are covered by the City's insurance and should not purchase the collision waiver damage option. Employees should contact the Risk Manager before leaving on Business travel and request evidence of the City's insurance for presentation to the rental car company. • Reimbursement of authorized Taxi & Equivalent Expenses will be done on receipt of supporting documentation
Accommodation	<ul style="list-style-type: none"> • A person required to travel on City business shall be reimbursed for actual and reasonable expenses for commercial accommodation. The type of accommodation used shall be reasonably priced, conveniently located and comfortably equipped. It is acknowledged that where a person's personal situation dictates the need for "Accessible" accommodation, this may involve a higher price than would usually be expected. It is anticipated that employees will travel to their destination the day before and return home the day after their City Business. If the employee needs additional time at the City's expense, an explanation must be provided on the Travel Authorization form prior to approval by the Department Head, Deputy City Manager, Financial Management, and City Manager. • Business/Government Rates - Most hotels extend reduced corporate rates to government employees. Persons travelling on City business should inquire if a special rate is available when making reservations for hotels in order to take advantage of this rate reduction. • Conference Rates – In the case where accommodations are offered at a reduced rate the employee should endeavor to obtain the lowest rate available. When the actual rate exceeds the lowest rate advertised in the conference brochure, an explanation must be provided. • Private Arrangements - Where an individual receives permission from their Department Head and/or City Manager to make private arrangements for overnight accommodation, they shall be reimbursed for each night at the rate of \$26.75 (including HST) • Extended Stays - Arrangements should be made for suitable self-contained accommodation obtainable at weekly or monthly rates, where an individual is required to spend periods in excess of one month in travel status at one location and where such accommodation is available, convenient and economical.
Per Diem Meal Allowance	<ul style="list-style-type: none"> • A per diem may be claimed by employees to cover out-of-pocket costs for personal living expenses exclusive of hotel and transportation. Items for which this allowance is intended include meals, gratuities, and incidental expenses. Payment of this per diem will be based on the number of days away from home on City business and will be at the level of \$53.50 for each day or part thereof. • The per diem allowance for travel to the United States will be \$53.50 US. • The per diem allowance for travel outside of Canada and the United States will be the posted Federal rates (http://www.njc-

	<p>cnm.gc.ca/directive/app_d.php?lang=eng&let=U) for travel in other Countries.</p> <ul style="list-style-type: none"> High Meal Costs - Where an employee is travelling within Canada or the United States and is exposed to unusually high costs for basic meals and where expenses significantly exceed the amounts given in the Per Diem Meal Allowance section, the employee will be reimbursed the actual expenses for meals to the extent the Department Head and/or City Manager considers reasonable, and on the submission of receipts.
Laundry & Dry Cleaning Services	The cost for these services will be reimbursed provided that they are reasonable, as determined by the Department Head and/or City Manager, when considering the amount of time spent away from home.
Personal Long Distance Calls	The cost of one call every two days will be reimbursed provided that each call is of a reasonable duration as determined by the Department Head and/or City Manager and on receipt of supporting documents
Official Telephone Calls	An employee will be reimbursed for costs incurred for local and long distance calls relating to official business. The employee must indicate which calls are related to official business.
Internet Charges	If the Department Head or City Manager deems it necessary, internet charges will be reimbursed.
Roaming Charges	If you are travelling outside of the province. You are required to apply for a Cellular Device Travel Package through the City Clerk's office.
Miscellaneous Business Expense -	An employee, with the prior approval of the Department Head and/or City Manager, will be reimbursed for the actual costs of miscellaneous business expenses, such as hosting of business associates locally or while on travel status, expenses associated with meetings, conferences or seminars, etc. Those costs incurred while on travel are to be included in the Travel Expense Statement, in the space provided for other expenses, and the appropriate receipts are to be attached to the Travel Expense
Weekend travel home	Weekend travel home will be reimbursed to the equivalent cost of remaining on travel status. A Department Head and/or City Manager may authorize the reimbursement of the cost of an employee's weekend travel home on one weekend during a continuous absence of at least six (6) weeks.
Entertainment Expenses	This must include an explanation of the circumstances under which the hosting took place, the names and positions of all persons hosted.

Appendix 2 – Mileage Reimbursement for personal vehicles used for City Business within the city limits

All employees	<ul style="list-style-type: none"> Where an individual uses their/her own car for business travel, the current applicable kilometer rate for the use of private automobiles on City business will be reimbursed. Mileage will be reimbursed as per rate published by the Human Resources Division When traveling in groups, City employees are strongly encouraged to carpool; While operating a private automobile on City business, the individual is responsible for all vehicular costs, for example, repairs, fines, etc.
---------------	---

	<ul style="list-style-type: none"> • Mileage will be reimbursed from the normal place of work, or from the employees' residence, whichever is less; • The purpose of the travel, destination, kilometers and dates must be recorded on the Mileage and Reimbursement form; It is the responsibility of each employee to keep detailed records of their claims and to track their km usage/rate reimbursement • Individuals are responsible for obtaining business insurance for their vehicle for not less than \$1,000,000 against third party liability for bodily injury and property damage.
For positions where the City requires individuals to have a personal 4 wheel drive vehicle	<ul style="list-style-type: none"> • A \$230 monthly vehicle allowance + applicable mileage shall be reimbursed. • Mileage will be reimbursed as per rate published by the Human Resources Division • The \$230 will be adjusted annually on Jan 1st based on the average of the applicable components of the published CPI of transportation for Newfoundland and Labrador for the last 12 months. • Where an employee is in this category, they are not eligible to have a gas card.
Business Insurance	<ul style="list-style-type: none"> • Any employee using their personal vehicle for City business shall provide evidence of liability insurance for the business use of their vehicle. Such evidence shall be in writing from the insurer and provided on an annual basis to the Human Resources Division. Proof of Business Insurance is required whether or not they are charged a fee for this coverage. • Employees shall carry a minimum amount of motor vehicle liability insurance (currently \$1,000,000) and are required to advise their insurance company that they will use their vehicle for business use. • Should an employee be involved in an accident while conducting City business, the employee's own insurance shall be considered primary in all instances. In addition, any deductibles payable under such insurance shall be the sole responsibility of the employee. • Employees using their personal vehicle for business purposes for the City of St. John's and is entitled to receive the difference in cost of insurance for personal and business use up to the maximum allowed of Three Hundred and Eighty-One Dollars and Ninety-Five Cents (\$381.95) per twelve (12) month calendar period. (2015). This amount will be reviewed annually for reasonableness. • Relevant forms are "Confirmation of Business Insurance" and "Vehicle Business Insurance Approval"

Appendix 3 – Standard Distances from City Buildings to areas within the City

Building/Location	Crosbie	Kilbride	Mews	Reccentr	Shea	Wedgewood
Airport Heights	7.7	14	9.9	7.4	10.8	4.4
Aquarena	1.4	8.9	2.8	2.6	6.1	5.2
Arthur James	9	8.6	8.4	9.3	10.1	19.7
Association For New	3.3	10.2	3.8	2.6	5.2	5.7
Avalon Mall	0.7	7.8	3.4	2.8	6.6	6.7
Bannerman Park	3.6	9.3	3.7	1.7	5.4	4.4
Bowring Park	5.5	4.1	4.9	5.8	5.9	11.7
Boys and Girls Club -	2.1	7.8	1.5	0	4.3	6.6
Boys and Girls Club -	1.5	6.5	0	1.6	3.7	8.2
Canadian Tire Elizabeth	3.8	11.1	5.2	4	6.7	2.3
Canadian Tire Kelsey Drive	3.2	10.2	6	5.3	9.2	11.9
Capital Hyundai Arena	2	8.6	1.5	0.35	4.4	6.7
Chaulker Place	4.4	10	5.8	4.6	6.2	3.2
City Hall	3.4	7.4	3.6	1.1	3.5	5.9
Community Services	5.8	12.9	8.7	6	8.5	0.65
College of the North	4.4	10.8	6.6	4.1	7.6	2.6
Corpus Christi	5	3	4.4	4.6	4.7	11.2
Costco	9.1	15.9	11.7	9.2	11	3.2
Crosbie Building	0	7	1.7	2.3	4.9	6.8
Depot	2.2	5.8	1.4	2.4	3.5	8.7
Dollarama Kelsey Drive	3.5	10.3	6.2	5.4	9.4	11.8
Dollarama O'Leary Ave.	1.2	7.6	3.4	3	6.7	6.8
Dollarama Village Mall	4.1	3.7	5.8	4.3	5.1	10.3
Dominion Blackmarsh Rd	2.2	5.1	1.6	2.9	3.9	8.5
Dominion Quidi Vidi	4.9	9.5	4.4	3.2	5.6	3.7
Dominion Stavanger Drive	9.5	16.4	12.1	9.7	10.6	2.5
Easter Seals - Mount Scio	3.6	10	5.8	5.4	9.1	7.6
Fieldian Gardens Arena	2.2	7.8	1.2	0.45	4.6	7
Froude Avenue Community	1.7	6.6	0.55	1.8	3.6	8.8
Gould's Recreation Centre	13.2	7.3	12.7	14	13.6	19.5
Goulds Town Hall	13.4	7.5	12.9	14.3	13.7	19.7
Henry's Photo	9.4	16.2	12	9.5	10.4	2.3
H.G.R. Mews Community	1.7	6.5	0	1.6	3.7	8.2
Holiday Lanes - Elizabeth	3.9	10.2	4.5	3.9	6.4	2.4
Holy Heart Theater	3.3	10.2	3.8	2.6	5.2	5.7
Kelly's Brook	0.75	6.9	0.65	1.6	4.2	7.7
Kilbride Lions Community	7	0	6.5	7.8	7.5	13.4
Larch Park	3.9	9.1	3.8	2.4	5.3	4.3
MacMorran Community	4.7	11.5	7.3	4.8	8.3	2.2
Maplewood	2.5	5.5	1.3	2.2	2.7	8.2
Meadowlands Manor	5.7	1.4	5.1	6.5	6	11.9
Mile One	3.4	7.3	2	1	3.4	5.6
Miller Centre	5.4	9.5	4.5	3.3	5.7	4.2
Morgan Hallow	2.5	5.4	1.3	2.6	3.6	8.8
Memorial Universatv	2	9	4.7	3.1	6.6	4.6
Mundy Pond Visitor Centre	2.2	5.9	1.2	2.6	3.6	8.5
North Bank Lodge	3.4	10.2	6	3.5	7	4.6
O' Heir Arena	3.1	10	3.6	2.4	5.4	5.9
Outfitters	3.9	7.7	2.7	1.5	3.7	5.1
Parkside Community	3.9	4.4	3.3	5	5.8	10.1
Pasadena Crescent	4.9	4.5	4.2	5.1	6.3	11.1
Plaza Bowl - Ropewalk	1	7.1	0.5	1.3	3.8	6.8

Building/Location	Crosbie	Kilbride	Mews	RecCentr	Shea	Wedgewood
Quidi Vidi - Rowing Club	5.5	9.9	4.7	3.6	5.8	4.2
Rabbittown Community	1.6	8	1.6	1.3	4.8	6.1
Red Cross & LSS - Major's	7.7	14.3	9.1	7.5	9.7	1.9
Ricketts Manor	1.8	7	1	0.7	3.3	7.2
Riverdale Tennis Club	4.1	9.3	4	2.6	5.4	4
Riverhead Towers	3.1	6.8	1.6	1.5	2.8	6.1
RNC	2.8	8.4	3	1.8	4.7	5.6
Rotary Park	8.1	24.3	10.2	10	13.6	13.7
Shea Heights Community	5	7.5	3.7	4.1	0	8.7
Sobeys Elizabeth Ave.	4.2	10.7	5.6	4.4	6.8	2.2
Sobeys Kelsey Drive	3.5	10.4	6	5.5	9.4	11.8
Sobeys Merrymeeting	2.7	9.2	2.8	1.6	4.6	5.7
Sobeys Ropewalk Lane	1.4	6.8	0.35	1.5	4	7.9
Sobeys Topsail Road	4.2	3.8	3.5	4.4	5.2	10.3
Sobeys Torbay Road	6.3	13.3	9.1	6.3	8.9	0.8
Southlands-Teakwood Park	12.6	7.8	12	13.3	14.9	25
Spruce Meadows	6.3	12.9	7.7	6.1	9	1.5
St. Georges Court	2.5	9	2.6	1.4	4.8	5.9
St. John's Recreation	2.2	7.8	1.6	0	4.3	6.6
St. Pat's Ball Park	3.5	9.3	3.3	2.7	5.4	3.9
St. Pat's Bowling Alley	2.2	6.1	1	1.8	3.5	9.5
The Hub	2.6	9.1	2.7	1.5	4.6	5.8
The Works	1.4	8.9	2.8	2.6	6.1	5.2
Thomas Estates	6.8	4.6	4.8	5.7	6.2	11.6
Tiffany Lane	4.4	12	5.7	4.5	7.2	2.4
Thrive	2.6	7.3	1.9	0.5	4	6.1
Twin Rinks Arena	1.8	5.7	1	2.7	3.8	8.4
Victoria Manor	2.8	7.5	1.7	1.6	2.4	6.8
Victoria Park	2.8	7.5	1.7	1.6	2.4	6.8
Virginia Park Community	7.4	12.6	8.8	6.4	8.8	2.7
Wal-Mart Aberdeen Avenue	9.7	16.5	12.3	10	11.1	3
Wal-Mart Kelsey Drive	3.5	10.5	6.4	5.6	9.6	11.5
Wedgwood Park	6.3	13.4	9.2	6.4	8.9	0
Wigmore Court	1.8	8.3	4.1	3.7	7.3	7.4
Wishingwell Park	0.45	7.3	1	1.7	4.5	7.2
Schools - Elementary						
Bishop Abraham	1.5	7.7	1.1	0.8	4.3	7.3
Bishop Field	3.6	9.4	3.8	1.8	5.5	4.5
Cowan Heights Elementary	4.2	4.8	3.6	5.4	6.6	10.4
Goulds	14.2	6.6	13.5	14.4	13.3	19
Hazelwood	4.2	3.8	3.6	4.3	4.8	10.3
Holy Cross	1.6	7	0.45	1.2	3.7	7.6
Larkhall Academy	1.4	7.8	3.6	3.2	6.8	6.9
Macdonald Drive	5.4	11.8	7.6	5.3	7.8	1.7
Marv Queen of Peace	4.6	11	5.2	4.7	6.9	1.7
Rennies River	2.7	10	4.1	2.9	6.4	4.1
Roncalli	7.5	13.9	9.7	7.2	10.6	4.2
St. Andrews	1.2	8.5	2.6	2.3	5.8	5.5
St. John Bosco	5	7.6	3.8	4.2	0.23	8.8
St. Marv's	4.2	4.6	3	2.9	3	8
St. Matthew's	4.3	5.2	3.6	5.9	7.1	10.4

Building/Location	Crosbie	Kilbride	Mews	RecCentr	Shea	Wedgewood
Vanier	4.9	11.1	6.3	5.1	7.3	2.1
Virginia Park	7.4	12.6	8.8	6.3	8.7	2.6
St. Teresa's	1.8	6.4	0.14	1.7	3.9	9.1
Schools - Junior High						
Beaconsfield	5.8	3.2	3.7	4.6	4.6	12
Brother Rice	2.9	9.9	3.4	2.3	5.6	5.5
Holy Cross	2.1	7.1	1	0.8	3.3	7.2
Leary's Brook	1.4	7.8	3.6	3.2	6.8	6.9
Macdonald Drive	5.4	11.7	7.6	5.4	7.9	1.8
St. John Bosco	5	7.6	3.8	4.2	0.23	8.8
St. Kevin's	12.7	7.5	12.2	13.	13.1	18.6
St. Paul's	6.1	12.7	9	6.3	8.9	1.2
Schools - High School						
Bishop's College	2.2	7.9	1.2	0.4	4.6	6.9
Booth	1.6	8.2	1.7	0.7	5.1	6.5
Gonzaga	2.9	10.2	4.3	3.1	6.6	4.5
Holy Heart of Mary	3.3	10.2	3.8	2.6	5.2	5.7
Prince of Whales Collegiate	0.95	8.3	2.3	2.1	5.6	6.1
St. Kevin's	12.7	7.5	12.2	13.	13.1	18.6

Created by Dept of Community Services

Appendix 4

[illegible]

Rate Per KM: _____		Total KM Travelled: _____		Total Reimbursement: _____	
Starting Odometer: _____		Ending Odometer: _____		% of Business Use _____	