

BUSINESS AND BOARD ADMINISTRATION	3000
ALLOWANCE FOR USE OF PERSONAL VEHICLE PROCEDURES	3070

1. The Policy

It is the policy of Lakehead District School Board (LDSB) to compensate employees for use of personal vehicles on designated LDSB business.

2. Implementation Procedures

- 2.1 Claims will be submitted on recognized claim forms as prescribed by the Business Department.
- 2.2 Electronic claim forms may be obtained from LDSB's staff portal. A sample form is included as Appendix A.
- 2.3 All claims must indicate starting point, destination(s), and distances between locations. A chart of distances between LDSB facilities is included as Appendix B.
- 2.4 The current mileage rates in effect will be noted on the mileage claim forms.
- 2.5 No claims will be paid without an employee's direct supervisor's signature of approval and a correct account number.
- 2.6 Any employee claiming for reimbursement must carry public liability insurance coverage in an amount not less than \$1,000,000.
- 2.7 Claims must be submitted regularly (at least quarterly) throughout LDSB's fiscal year (September 1 to August 31), and in all cases, the last claim form of the year must be received by the Business Department by September 15 to ensure the expense is charged to the appropriate fiscal year.

3. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	June 18, 1996	_____
_____	<u>Date Revised</u>	_____
	June 23, 2009	
	October 28, 2014	
	January 24, 2023	