QUEST support

Our Mission To provide quality services which enhance the lives of people with disabilities.

Mileage Claim

Staff's Name: ______________________________ Date:_____________________________________

Date	Location	Destinations	KM

TOTAL KM : 0.00

All Mileage sheets must be submitted no later than 2 business days following the 1st of the month

1) You can claim mileage 2 months past the current month
2) Write the exact Kilometers in the KM column. If you are over your limit, you will not receive additional payout unless approved by your supervisor **in advance**
   a. North, South, and Access/Impact = 200Km limit per month
   b. West and Team Leaders = 300Km limit per month
   c. Reach = limit of 800Km limit per month
3) All trips outside of Lethbridge city limits must be approved in advance by your supervisor. Some trips have flat rate payouts, ask your Supervisor or Admin for more information on out of town trips