

Mileage Claim

| Employee Name: Date (Day #) Location | | Month:Year: | |
|---------------------------------------|----------|--------------|----|
| Date (Day#) | Location | Destinations | KM |
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| | | TOTAL KM | |

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

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