



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

### Mileage Claim

Last updated: January 2025

Employee Name: \_\_\_\_\_

Month: \_\_\_\_\_

Year: \_\_\_\_\_

Date	Location	Destinations	KM
<b>TOTAL KM</b>			

<p><b>KM limits per location:</b></p> <ul style="list-style-type: none"> <li>-North, South, Access and Impact = 200 KM per month</li> <li>-West and Team Leaders = 300 KM per month</li> <li>-Reach = 800 KM per month</li> </ul> <p>*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</p> <p>If you are over your limit, you will not receive additional payout unless written approval is provided by your direct supervisor <b>prior to submitting your form</b></p>	<p><b>Mileage Form Guidelines:</b></p> <ul style="list-style-type: none"> <li>-All Mileage sheets must be submitted no later than 2 business days following the 1<sup>st</sup> of the month</li> <li>-You can claim mileage 2 months past the current month. Submissions beyond this timeline will not be processed.</li> <li>-Each location requires a separate mileage form to be filled out</li> <li>-Exact addresses must be written under destinations for outside of Quest locations (Ex – “Bob’s friend’s house” should be adjusted to the exact address)</li> <li>-Write the exact kilometers in the KM column</li> <li>-Total up all KM’s at the bottom</li> </ul>
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