



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

### Mileage Claim

Staff's Name: \_\_\_\_\_ Month: \_\_\_\_\_ 20\_\_

Date	Location	Destinations	KM
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1. All Mileage sheets must be submitted to the main office **no later than 2 business days** following the 1<sup>st</sup> of the month
2. You can claim mileage up to 2 months past the current month
3. 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**
  - a. North, South and Access/Impact staff = 200km limit per month
  - b. West and Team Leaders = 300km limit per month
  - c. Reach = limit of 800KM per month
4. 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