



POLICY: GCQA
SUBJECT: TRANSPORTATION ALLOWANCE
APPROVAL DATE: December 8, 1987
REVISION DATE: October 1, 2018
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1. GENERAL

- 1.1** Winnipeg School Division (WSD) shall reimburse employees who are required to use their automobiles for WSD business.
- 1.2** All employees who use their automobiles for WSD business are required to receive approval in advance.
- 1.3** Employees shall be reimbursed in accordance with the rate of payment based on Provincial rates. Where provisions regarding transportation allowance exist within a collective agreement, they shall apply.
- 1.4** Where employees of WSD use their private automobile for WSD business, the employees shall be held responsible for complying with the rules and regulations of the Highway Traffic Act, Municipal by-law infractions and the Manitoba Public Insurance Corporation regarding the operation and insurance of their private automobiles.
- 1.5** WSD is not financially responsible for any traffic fines incurred by an employee during WSD business.
- 1.6** WSD is not financially responsible to pay the deductible in the event any damages to private automobiles that may occur during WSD business.

2. RESPONSIBILITY

2.1 Chief Superintendent/Chief Executive Officer

The Chief Superintendent/Chief Executive Officer or designate shall have the authority to determine and authorize transportation allowances for employees when employees are required by WSD to use their private automobile for public transportation for WSD business.

Employees shall receive either a per kilometer or a flat monthly allowance based on average kilometers travelled, at the discretion of the Chief Superintendent/Chief Executive Officer or designate, when using their private automobile for WSD business.

2.2 Chief Financial Officer/Secretary-Treasurer

All forms for transportation allowance must be submitted to the Secretary-Treasurer/Chief Financial Officer for reimbursement.

2.3 Employees

It is the employee's responsibility to keep a record travel including the date, location, reason and kilometres travelled. Employees cannot claim mileage for travel to and from residence or workplace. Employees must submit mileage claim for approval within 60 days.