

# Memo



**TO:** Mayor and Council  
**FROM:** Chief Administrative Officer  
**DATE:** July 21, 2023  
**SUBJECT:** Mileage Expense Claims

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## **Background**

Council has expressed concern on how mileage distances are being calculated on travel expense claims. Thus far the mileage schedule on the travel form has been used or where the distance is not expressly stated an approximation of the mileage is based on information provided by the claimant.

This does not appear to be satisfactory as it does not properly reflect actual distances and given that departure points are sometimes based on the location of the claimant's home there is a lack of consistency with respect to mileage claims from individuals for identical event locations.

## **Recommendation**

For clarity, the following is suggested:

- (a) The shortest road distance from the home address of the claimant to the destination address at which the conference, course or workshop event is being held or to where ferry or air travel has to be used to reach the final destination that is beyond Lake Cowichan is to be used for mileage claims. Exact addresses must be provided. Google Map will be used to determine distances from the home address to the address of the venue of the event, but which must require further verification prior to reimbursement unless a print-out is provided; or
- (b) Where (a) is not used, the available mileage schedule will be used to calculate travel distances and in their absence distances on Google Map will be used. (Standard kilometer distance distances on the travel claim forms are meant to facilitate claims.)

Unless pre-approved by bylaw, any other Municipal business, meeting, course, or convention must be approved by resolution of Council before re-imbursement for expenses can be made.

Note: During the audit process, reimbursements to council are selectively reviewed.

A handwritten signature in black ink, appearing to read 'Joseph A. Fernandez'.

Joseph A. Fernandez