

## VEHICLE USAGE POLICY

The following guidelines will apply **if an employee or volunteer is required** to provide their own vehicle or rent a vehicle for Society purposes.

### ***IF REQUIRED TO PROVIDE/USE OWN VEHICLE***

1. The Society will reimburse \$0.38 per kilometer for operating costs, which may be adjusted as necessary.

An Expense Claim will be submitted by the employee or volunteer, authorized by the appropriate Manager and forwarded to Accounts Payable for processing.

2. The Society will pay the amount required to upgrade an employee's automobile insurance from personal to business usage if they are required to use their vehicle for Society purposes. In order to qualify for this upgrade in insurance, the employee must be required to use their vehicle for Society purposes at least six (6) working days per month, or an average of 500 km's per month, whichever comes first.

An Expense Claim with these days and/or number of km's will be submitted by the employee at the end of each month, authorized by the appropriate Manager and forwarded to Accounts Payable for processing.

### ***RENTING A VEHICLE***

If an employee is required to travel more than 400 km's in one trip, the employee may rent a vehicle through the Society's negotiated rental agreement.

An Expense Claim will be submitted by the employee, authorized by the appropriate Manager, and forwarded to Accounts Payable for processing.

### ***REVIEW MECHANISM***

The mileage reimbursement rate will be reviewed before every fiscal quarter end (April 30<sup>th</sup>, July 31<sup>st</sup>, October 31<sup>st</sup>, and January 31<sup>st</sup>). If gas prices have risen or fallen by an amount over 20% from the prices used to determine the existing mileage reimbursement rate, then an updated mileage rate will be proposed to SMT. SMT has the discretion to decide whether or not a proposed rate change will be implemented as there are other factors to consider in making this decision.

Any rate adjustments that are approved will be communicated and implemented immediately following such a review. The new rate will be effective for the first day of the new fiscal quarter and will remain in place for at least three months.

The Canadian Cancer Society reserves the right to amend this policy at any time as deemed necessary.

