

Memo

To: All Staff

From: Suzann R. Doherty, Executive Director

Date: October 10, 2019

Re: Mileage Guidelines

This memo is to clarify when mileage will be authorized and who to approach for authorization. If you have any questions please approach your Manager.

1. For planned events and invitations made or received one week or more in advance, book Lift+ or investigate the use of City transit. Arrange for the client's name to be placed on a wait-list for Lift+. If neither is available or feasible, contact the client's Manager to discuss options, possible use of personal vehicle and claiming mileage.
2. For spontaneous events and invitations made or received less than one week in advance, attempt to book Lift+ or investigate use of City transit. Arrange for the client's name to be placed on the wait-list for Lift+. If neither is available or feasible, discuss options, possible use of personal vehicle and claiming mileage with the client's Manager or the On-Call Supervisor (only contact On-call when the invitation is to an event happening that shift).
3. For clients receiving PASSPORT funding, contact the client's Manager to discuss plans and whether or not there are funds available for mileage. In some cases, the client may be able to pay for the cost of gasoline instead. If staff are agreeable. A receipt for the gas purchased must be given to the client or mileage calculated equivalent to the cost of gas.
4. For medical appointments or tests, the use of personal vehicles with mileage may be preferable due to unknown wait times. Staff do not need to seek prior authorization.
5. Reasonable mileage will be approved by Managers,
6. Country drives and drives outside the City limits are to be preplanned with input from the Client's Manager and not as a last Minute Activity. As an alternative the client or clients may contribute to the cost of gas when authorized in advance.