

PRIVATELY OWNED VEHICLES USED ON THE EMPLOYER'S BUSINESS

- 1. AUTHORIZATION** – Where an employee is authorized to use her/his privately owned vehicle on the employer's business, she/he can claim reimbursement in accordance with the rates paid by the Province of Manitoba for all travel between work locations and any distances greater than eight (8) kilometers when travelling from home to the first work assignment of the day and to home from the last work assignment of the day.
- 2. LEGAL REQUIREMENTS** – Before travel on the employer's business, vehicles and drivers must be duly licensed and insured as required by the laws of Manitoba.
- 3. REPORTING** – A Statement of Private Vehicle Distance is to be completed bi-weekly and submitted together with an employee's Time Sheets. **NOTE: Distances travelled must be indicated in kilometers.**