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## **Mileage Expense Reimbursement Policy**

Annually the Canada Revenue Agency sets an allowable range for mileage expense reimbursement. The District Finance Committee will review the Canada Revenue Agency (CRA) range and set the district rate at the midpoint of that range for use by CPD staff when using a personal vehicle for ministry business.

A short-trip rate and a long-trip rate (when travel is for more than 200kms per day) will be established. The short-trip rate is the midpoint of the CRA range, and the long-trip rate will be reduced to 30% of the short-trip rate (for travel after 200kms in a day). The higher short-trip rate covers vehicle costs over the first 200kms as further travel will not incur costs at the same level.

The CPD will also inform all churches of district rates for their own purposes.

### **Amendments**

April 2014

March 2015

June 2017

August 2021