

# Kilometre Reimbursement Rates

Kilometre reimbursement rates apply to all College employees, faculty and consultants.

Kilometres Driven per fiscal year**	Cents per km
0 – 4,000 km	44.0
4,001 – 10,700 km	39.0
10,701 – 24,000 km	33.0
More than 24,000 km	28.0

Eligible travel expenses will be reimbursed according to distances traveled. When traveling between the campuses, the actual kilometres incurred should be claimed. It is the responsibility of the claimant to use the most cost and time efficient route and it is the approver's responsibility to make sure that the claimed distances are reasonable and cost effective.

Kilometres should be calculated per trip with an explanation of each travel destination.

\*\* Electronic expense claim forms track cumulative kilometres driven per fiscal year, and use the appropriate rate on each claim.