Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: **Personnel**	**SUBJECT:** **BSO Lead Team Mileage & Incidental Expenses**	**SECTION:** **B** **POLICY:** **2**
DATE: **October 1, 2025**	**Administrator's Signature:** ____________________	

BSO LEAD TEAM MILEAGE & INCIDENTAL EXPENSES

Applies to: All BSO Lead Team/mobile staff and supervisors

PURPOSE & FUNDING CONTEXT

This policy standardizes a fair, CRA-aligned reimbursement model for mobile BSO work while controlling costs under current funding constraints. It ensures staff are not penalized for travel assignments while protecting the Home's limited funding envelope.

Reimbursement Framework

- Rate: $0.60 per km (flat).
- Baseline commute: Each staff member records their Home→LMH and Home→assigned regional office (Windsor-Essex Office or Chatham-Kent Office). The lesser of the two values is used as their baseline commute.
- Commute legs: For the first and last trip of each workday, eligible km = MAX(0, Distance − Baseline commute).
- In-day travel: All trips between sites during the day are reimbursable in full.
- Parking, Education (pre-approved), and Other (pre-approved) are reimbursed at cost with receipts.

Baseline Commute Input

Employees must enter their typical one-way Home→LMH and Home→their assigned regional office (Windsor-Essex or Chatham-Kent) in the BSO Mileage template. The system will automatically use the lesser of the two values as the baseline commute for calculating eligible kilometres.

Claiming & Approvals

- Mileage logs must be submitted by the 5th of the following month.
- Receipts are required for Parking, Education, and Other expenses.
- Education and Other expenses must be pre-approved by the BSO Manager.
- Claims are reviewed and approved by the BSO Manager before Finance processes reimbursement.
- All mileage logs must use the **mm/dd/yy** date format (example: 09/15/25).