



Westwinds
Communities

Reimbursement Schedule

Use of Personal Vehicles For Approved Corporate Business

Effective January 1, 2019

FLAT RATES

High River to/from Black Diamond	\$19.25
High River to/from Turner Valley	22.50
High River to/from Okotoks	12.50
Black Diamond to/from Okotoks	12.00
Black Diamond to/from Turner Valley	3.15
Turner Valley to/from Okotoks	15.00
High River, Black Diamond & Turner Valley to/from Calgary	\$33.50
Okotoks to/from Calgary	20.75
All Locations – Red Deer (Return)	\$167.00
All Locations – Edmonton (Return)	321.00
All Locations – Leduc (Return)	284.00
All Locations – Medicine Hat (Return)	300.00
All Locations – Lethbridge (Return)	152.00

OTHER

Excepting where a flat rate has been approved business travel shall be paid at a rate of \$0.52 per kilometer.

CONDITIONS AND RESTRICTIONS

Whenever possible, Westwinds Communities vehicles are to be used for required business travel. In the event that a vehicle is not available, prior approval from your immediate supervisor must be obtained to use a personal vehicle. Vehicle liability insurance for work related use must be in place to a value of \$2M.

Westwinds Communities shall only process claims made according to Corporate Policy. The Westwinds assumes no responsibility for travel claims not submitted on the appropriate claim form or those not approved by a Manager.

See Westwinds Communities Corporate Policy