



City of Regina

## Operational Policy

<b>Policy Title:</b>	<b>Applies to:</b>	<b>Reference #</b>
Out of Scope Vehicle Allowance	Out of Scope Employees	122-HR-17
<b>Approved by:</b>	<b>Dates:</b>	<b>Total Pages</b>
Executive Leadership Team	<b>Effective:</b>	01-Jul-2008
	<b>Last Review:</b>	01-Dec-2019
	<b>Next Review:</b>	01-Dec-2022
<b>Authority:</b>		
People and Organizational Culture		

### 1.0 Purpose

Employees in designated positions that require a personal vehicle for regular and ongoing City of Regina (the “City”) business, are eligible to receive a monthly vehicle allowance.

### 2.0 Scope

Eligible Out of Scope (OOS) employees.

### 3.0 Definitions

**Managerial Responsibilities:** Responsibilities that include employee and labour relations, budget/revenue/expenditures, and management representation in matters relating to the operation of the City.

### 4.0 Policy

Positions of City Manager, Executive Director, Director and Manager, and those that are deemed equivalent in managerial responsibilities, and who are designated by the City Manager or Executive Director to require the use of a personal vehicle for regular and ongoing City business, are eligible to receive a bi-weekly vehicle allowance.

Vehicle allowance allocated to employees for travel within the City:

- City Manager - \$250.00 Bi-weekly
- Executive Director - \$150.00 Bi-weekly
- Directors or equivalent - \$100.00 Bi-weekly
- Managers or equivalent - \$75.00 Bi-weekly

Allowance amounts for contract employees are negotiated. Amount should reflect the level of managerial responsibilities in the positions outlined above.

Employees in positions eligible for the vehicle allowance who travel extensively within the corporate limits of the City, can instead choose to receive per kilometre reimbursement under the *Vehicle Expense Reimbursement Policy*. If the per kilometer option is chosen, enrollment is expected for a full year. The option to re-enrol in the vehicle allowance becomes available thereafter.

Business travel outside of the City to attend conferences, training, etc. using a personal vehicle is to be claimed under the *Vehicle Expense Reimbursement Policy*.

Employees assigned to a 'term' or 'secondment' in excess of one month (as outlined in the *OOS Appointments & Assignments Policy*) are eligible for the vehicle allowance. Management who are provided a City vehicle are not eligible for vehicle allowance.

Employees absent from work in excess of one month are not eligible for vehicle allowance during their leave.

Employees in a 'stand-in assignment' (as outlined in the *OOS Appointments & Assignments Policy*) are not eligible for vehicle allowance. However, they may be eligible for kilometre reimbursement under the *Vehicle Expense Reimbursement Policy*.

The City is not responsible for damage reimbursements when employees are travelling during City business. Employees who are being reimbursed by the City for using their private vehicle on City business are responsible to ensure they maintain Motor Vehicle Third Party Liability insurance (package policy/extension insurance) indicating business use with minimum accidental benefits of \$1,000,000 per occurrence for bodily injury, death and damage to property.

The vehicle allowance is a taxable benefit according to the *Income Tax Act* of Canada. Employees are eligible to claim mileage use by completing the T2200 Form available at Payroll Services.

## 5.0 Roles & Responsibilities

### **Employees:**

- Discuss with manager for eligibility

### **Managers & Directors:**

- Determine employee eligibility and discuss with Executive Director for approval.

### **Executive Directors and City Manager:**

- Determine positions that are eligible for the vehicle allowance.

## 6.0 Related Forms

Canada T2200 Form to claim mileage

## 7.0 Reference Material

Vehicle Expense Reimbursement Policy  
OOS Appointments & Assignments Policy  
Income Tax Act – Taxable Benefits

## 8.0 Revision History

Review every three years

Date	Description of Change	Approval Required
01-Dec-2019	Update to City Manager & contract allowance	Y
01-Nov-2017	Updates to job titles and policy reference number	N
01-Sep-2017	Reference to OOS Appt. Policy updated	N