

## Quick Tip 20 – Mileage as a Unit Expense

Mileage for guiders attending community events or guider/girl transportation to unit meetings is a personal expense. Personal mileage or gas purchases are not reimbursable.

Mileage may only be reimbursed if the cost is covered by the unit's event or camp budget.

### To be reimbursed by the unit:

- A mileage log must be completed and submitted. You can find the Mileage Log under Forms on the centralized banking website: [Mileage Log Excel Version/PDF](#)
- To calculate Mileage choose one: **\$0.45/km for must attend** and **\$0.25/km for by choice**.

	A	B	C	D	E	F	H
1	<b>GIRL GUIDES OF CANADA, ONTARIO COUNCIL</b>						
2	<b>MILEAGE LOG</b>						
3							
4		Unit Name:		Manual Expense ID:			
5		Unit User ID:		Payee:			
6							
7	<b>Trip</b>					<b>Choose one:</b>	
8	No.	Date (DD/MM/YYYY)	Purpose	From (Input Full Address)	To (Input Full Address)	Must Attend Total (km)	By Choice Total (km)
9							
10							
11	1						
12							
13							
14	2						
15					Total Mileage (in Kilometers):	0	0
16					Rate /km: \$	0.45	0.25
17					*Total Mileage Reimbursed: \$	0	0
18							
19	*Mileage is reimbursed at \$0.45/km for MUST ATTEND and \$0.25/km for BY						
20	CHOICE ATTENDANCE						
21							
22	I certify that this mileage has been covered by the unit for a must attend or by choice event or camp.						
23							
24		Payee Printed Name: _____					
25							
26		Payee Signature: _____			Date: _____		
27							
28							
29		Unit Guider Signature: _____			Date: _____		
30	A registered Guider for the unit other than the payee signs (Payee and Unit Guider signatures <b>cannot</b> be the same)						

- The Mileage Log is for one trip there and one trip back, not multiple trips.
- Input the Full Address, with postal code in the space provided on the Log.
- Submit a manual expense for the amount and then mail or email in the completed Mileage Log to your Unit Banking Clerk.

Exception: if the unit has used a rental car for the event/camp transportation, the gas on the return trip may be reimbursed – they can be reimbursed by manual expense or use the unit's purchase card to purchase the gas.

Other than mileage to event/camp, picking up surplus cookies or transporting cookies may also be reimbursed by the unit.