

**Manitoba Support Services Payroll
Statement of Private Vehicle Distance**



(Please Print)

Name _____

Employee No.

Address _____

Pay Period No.

Pay Period Ending Date _____

Classification Code

For each date indicate starting point, destination(s) and daily distance in kilometers

Date (mm/dd)	Starting point	Destination(s)	Trip (kilometers)
Total			

I certify that this is a true and correct statement of the distances travelled in my privately owned vehicle on the employer's business and that when travelling to my first work assignment of the day and home from my last work assignment of the day I have only claimed for distances greater than eight kilometers.

Resource Coordinator _____

Signature of Employee _____

Processed by
Payroll Clerk _____

Approved by
Signature of Supervisor _____

PRIVATELY OWNED VEHICLES USED ON THE EMPLOYER'S BUSINESS

- 1. AUTHORIZATION** – Where an employee is authorized to use her/his privately owned vehicle on the employer's business, she/he can claim reimbursement in accordance with the rates paid by the Province of Manitoba for all travel between work locations and any distances greater than eight (8) kilometers when travelling from home to the first work assignment of the day and to home from the last work assignment of the day.
- 2. LEGAL REQUIREMENTS** – Before travel on the employer's business, vehicles and drivers must be duly licensed and insured as required by the laws of Manitoba.
- 3. REPORTING** – A Statement of Private Vehicle Distance is to be completed bi-weekly and submitted together with an employee's Time Sheets. **NOTE: Distances travelled must be indicated in kilometers.**