



FACULTY ADVISOR MILEAGE POLICY

Faculty Advisors are reimbursed for their travel mileage if the FA is travelling more than 65 km round trip to a school. If an FA is visiting more than one school in a day, mileage will be paid on the entire trip if the furthest school is more than 65 km round trip from the FA's home. In addition, an FA who travels more than 65 km round trip to the University to attend a Faculty Advisor Professional Development Session or Orientation event can also make a mileage claim.

Mileage must be calculated based on the shortest distance between the school and your home, according to Google maps. If unexpected circumstances arise please consult the SEO Director.

Mileage claims cannot be made for submitting of Summative Reports. However, Summative Reports can be submitted by mail. Mileage claims must be made by the end of each term.

NOTE: If you are not eligible to claim mileage from the University for any reason, you should be aware that any travel incurred while conducting Faculty Advising duties (along with other employment expenses) can be claimed on the personal tax return as employment expenses. In order to do so and as per CRA regulations, you must request a Declaration of Conditions of Employment (T2200). To receive your T2200, contact the Financial Assistant by January 31st.

If you have any questions regarding mileage reimbursements, T2200 or other financial matters, please contact the Financial Assistant, Stephanie Coughlin at stephanie.coughlin@umanitoba.ca, or at 204.474.9357.