



## Request for Mileage Reimbursement Form

<b>Employee Name</b>	
<b>Home Address</b>	
<b>City /Province</b>	
<b>Postal Code</b>	

Rate Per Mile	\$0.700
Total Mileage	
Total Reimbursement	

**NOTE:** The CRA periodically changes the per mile reimbursement rate. Current rate for 2024 is \$0.70 for the first 5000KM and \$0.64 for each additional KM

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Expense

Requested By (Print): \_\_\_\_\_  
 Authorized By (Print): \_\_\_\_\_

Requested By (Sign): \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized By (Sign): \_\_\_\_\_ Date: \_\_\_\_\_