



## Mileage Process for Direct Service Nurses

### Purpose

To identify the process for submission, authorization and processing of mileage submission by Direct Service Nurses

### Applies to

Direct Service Nurses (DSNS- includes Community Intravenous Program, Palliative, Rapid Response and Respite), Nursing Resource Coordinators (NRCs), Senior Administrative Support (AY3)

### Policy and/or Operational Directive

N/A

### Process

Step	Recording of Mileage
DSN	
1.1	Record mileage daily on mileage form by identifying addresses, total kilometres and parking costs. See appendix A.
1.2	Attach parking receipts.
1.3	Fill in name, employee number, office address, program (example: Home Care Nursing, CIVP Nursing, Palliative Nursing, Respite Nursing), employee signature, date, recording period and phone number.
1.4	Number pages at top of form. Example: 1 of 2, 2 of 2. Staple pages
1.5	Record total kilometres for all pages, parking cost grand total on page 1.
1.6	Submit mileage by first of each month in person to NRC.

Step	Mileage authorization
NRC	
2.1	Review mileage form. If incomplete, follow up with DSN.
2.2	Sign mileage form
2.3	Follow up with DSNs who have not submitted by deadline.
2.4	Provide mileage forms to AY3.

Step	Mileage forms to Finance
AY3	
3.1	Courier (via medical courier) mileage forms to Finance by deadline.

Step	Forms incomplete/required follow up -notification from Finance
NRC	
4.1	Review email from Finance for issue(s) identified by Finance on forms not processed
4.2	Follow up with DSN for correction.
4.3	Re-submit corrected forms to Finance

## Contact

Nurse Educators

## Appendix A Recording of Address and Base rate calculation

- If DSN starts shift from home to first client : Record nurse home address first ( if nurse resides outside of perimeter – record address as outlined in appendix B) and place in brackets nurse’s home, identify first client address , calculate mileage from home to first client then minus eight kilometres.  
Example : 123 Easy Street ( nurse’s home)- 195 Anywhere lane ( 10-8= 2).  
Note: If kilometres from home to first client is less than 8 calculation must be present but reflect 0 as value. Example : 6-8=0
- If DSN starts shift from home to Community office : Record first address as community area office and then record first client address. No kilometres are paid from nurse’s home to first client.  
Example : 496 Hargrave -123 Someway Lane.
- If DSN Ends shift from last client to nurse’s home : Record nurse’s home address (if reside outside perimeter enter address as outlined in appendix B)after last client address and minus 8 kilometres .  
Example : 123 Somewhere Bay – 123 Easy Street ( Nurse’s home 12-8=4 kms)
- IF DSN ends shift at office/nursing clinic and then returns to nurse’s home : enter last address as community office. No kilometres are paid from community office/clinic to nurse’s home.

## Appendix B Winnipeg Perimeter Entry Point Addresses

Perimeter Entry Point	Address to be recorded
Highway 1 East	621 Murdock Road/Springfield
Highway 1 West	3700 Portage Avenue/Winnipeg
Highway 3	4900 McGillivray Boulevard/Oak Bluff
Highway 6 Paterson Road	65-190 Prairie Dog Trail /Rosser
Highway 7 Route 90	10 Mayberry Street/Stony Mountain
Highway 8 McPhillips Street	85 St. Paul Boulevard /West St. Paul
Highway 9 North (Main Street)	3132 Main Street/West St. Paul
Highway 15 Dugald Road	5150 Dugald Road/ Dugald
Highway 59 North Lagimodiere Boulevard	855 Knowles Avenue /Winnipeg
Highway 59 South Lagimodiere Boulevard	260 Kotelko Drive / Winnipeg
Highway 75 South	3100 Pembina Highway/Winnipeg
Highway 204/Route 42 Henderson Highway	2370 Henderson Highway /East St. Paul
Highway 241 Roblin Boulevard	173 Windmill Way/ Winnipeg
Highway 409 Pipeline Road	1799 Balgona Road /Winnipeg
Kilkenny Drive	1092 Kilkenny Drive/Winnipeg
Oxbow Bend Road	11 Perimeter Highway/ Winnipeg
Private Road 425 Saskatchewan Avenue	233 Risbey Crescent /Winnipeg
Provincial Road 330	322 Perimeter Highway/Oak Bluff
Road 63 North Selkirk Avenue	6013 Selkirk Avenue/ Rosser
Rosser Road	76105 Summit Road/ Stonewall
Route 150 St Annes Road	1360 St. Annes Road /Winnipeg
Route 427 Wilkes Avenue	1034 Wilkes Avenue /Winnipeg
St. Mary’s Road	1186 St. Mary’s Road/Winnipeg
Waverley Street	268 Perimeter Highway /Winnipeg

Wenzel Road

2290 Wenzel Road/ East St. Paul