

## REPORT TO LIBRARY BOARD

MAY 21, 2026

**SUBJECT:** Corporate Mile Rate Change  
**PURPOSE:** For Receipt  
**PREPARED BY:** Lakshay Gaur – Director of Finance and Facility Services  
**PRESENTED BY:** Lakshay Gaur – Director of Finance and Facility Services

---

### RECOMMENDATION

That the Library Board approve a \$0.14/km increase to the corporate mileage rate as of July 1, 2026 (from \$0.59/km to \$0.73/km).

### BACKGROUND

The mileage rate is applied to any local or out of town mileage that is incurred by a Library employee while conducting Library business. The mileage reimbursement process is covered in the Library's *Travel and Business Expenses Policy*.

The Library's current corporate mileage rate has been in place since July 2022. Staff are recommending an increase that aligns more closely with the Canada Revenue Agency's (CRA) posted reasonable per-kilometre allowance rate of \$0.73/km.

This is similar practice followed by the City of London (Travel and Business Expenses Policy, Section 4.6.4: Travel Expenses), in which the rate is adjusted annually on July 1.

### NEXT STEPS

Given the volatility of the cost of fuel at this time, staff will monitor the CRA rate and adjust the Library's rate accordingly if necessary.