

AIMS Brings Change in Submission of Mileage and Car Allowance Claims

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

With the implementation of AIMS, there will be a change in how all mileage and car allowance claims are submitted by employees and approved by managers. These changes will affect all employees and managers including those in Home Care and Public Health.

All Employees will file online through [MyConnection](#) following this path:

MyConnection > MyServices > Reimbursements > Mileage & Cell Phone Claim

All Managers will approve claims through MyConnection following this path:

MyConnection > To-dos > Approve Request

The system will determine reimbursement rates based on the employee's union or out-of-scope affiliation and will determine if the mileage claims are Taxable or Non-Taxable:

- Flat daily/monthly car allowance and per kilometre claims would both be taxable reimbursements.
- Call back per kilometre claims would be taxable.
- Non-Call back per kilometre claims with no car allowance would be non-taxable

Managers/Out-of-Scope (OOS) designates will be required to approve employee expense claims individually within MyConnection **by Thursday, 5:00 p.m. each pay period**, for the employee to be reimbursed the following pay day.

Employees will be reimbursed by direct deposit and it will appear on the employee's pay slip for the applicable pay period.

NOTE: The SHA Employee Expense Claim Form (Appendix C to Expense Reimbursement policy) must be completed, approved and submitted through the MyConnection Payroll Inquiry tile when applying for trip or daily claims **prior to Oct 23, 2022** or a monthly claim **prior to November 1, 2022**.

MyConnection > MyServices > Human Resources > Payroll > Payroll Inquiry (SHA)

Watch for a video and other learning documents to be provided.