

	November 5, 2021	TYPE:	Information	NUMBER:	LR-022-21
SUBJECT:	How To Claim Mileage Expenses For Outpost Assignments				

## DETAILS

### Attention – TCRC T&E Employees

When employees are required for outpost assignments as per Consolidated Collective Agreement Article(s) 6.01(4) or 6.11, and Letter Re: Employees assigned or Forced to Outpost Terminals (*page 381*), a mileage allowance if requested will be reimbursed as per Article 1.03.

Employees must submit mileage expenses to their home terminal Superintendent's Office, where they will be validated and if approved, submitted for payment.

Claim must include date, assignment number, home terminal and outpost terminal.

Labour Relations  
**Canadian Pacific**