

Employee Personal Mileage Reimbursement Policy

Addendum to Personnel Policy #8

Purpose: This policy establishes guidelines for reimbursing employees for the use of their personal vehicles for business-related travel.

Reimbursement Rate: Employees will be reimbursed for business-related mileage at a rate of \$0.50 per mile. This rate is subject to change based on regulatory requirements or company policies.

Eligibility:

1. Employees eligible for mileage reimbursement include those who are required to travel for business purposes as part of their job responsibilities.
2. Employees must have a valid driver's license and maintain auto insurance coverage on their personal vehicles.

Submission of Mileage:

1. Employees are responsible for accurately recording their business-related mileage using the designated mileage tracking form (attached). Employees will also enter mileage information into Provide. This is especially important for consumer mileage so Choices can be reimbursed by DODD, if applicable.
2. Mileage should be documented for each trip, including the date, starting location, destination location, purpose of the trip (e.g., attending OPRA conference, grocery shopping), and total miles driven.
3. Completed mileage reimbursement forms must be submitted to the employee's supervisor for review and approval.
4. Supervisors will verify the accuracy and appropriateness of the documented mileage and approve reimbursement requests accordingly.
5. Mileage tracking forms must be completed and sent to the Payroll Office to ensure prompt reimbursement of mileage.

Approval Process:

1. Employees must obtain preapproval from their supervisor or relevant department head for any business-related travel that requires the use of a personal vehicle.
2. Supervisors will review and approve mileage reimbursement requests based on the accuracy and appropriateness of the documented mileage.

Reimbursement Process:

1. Reimbursement for approved mileage will be processed through the company's payroll system or accounts payable department.
2. Reimbursement will be issued with payroll on a bi-weekly basis.

Compliance:

1. Employees are expected to comply with all applicable laws, regulations, and company policies when using their personal vehicles for business purposes.
2. Failure to comply with the terms of this policy may result in the denial of mileage reimbursement and/or disciplinary action, up to and including termination of employment.

Policy Review: This policy will be reviewed periodically to ensure compliance with current laws and regulations and to address any necessary updates or changes.