

## Policy & Procedure

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Policy Title: Mileage and Travel Reimbursement

Policy Number: 209

Policy:

It is the policy of Arc Human Services to reimburse employees for mileage and expenses incurred when conducting company business using their personal vehicles. This applies only to employees of departments whose rates are not inclusive of mileage. Approved drivers should use a company vehicle whenever possible.

It is the policy of Arc Human Services that business travel requiring overnight lodging will be reimbursed by the company.

Employees who use their own vehicles to conduct agency business will be reimbursed at the rate authorized by the organization's Administration. The employee will be required to submit a detailed electronic staff travel expense report to be eligible for reimbursement. The employee will input the physical address "from" and physical address "to" locations for the one-way trip. The expense system will calculate the mileage using the shortest route between the two locations. The expense report will be saved and finalized for approval by the immediate supervisor. Expense reimbursements can be submitted twice during the month. The reimbursement will be included on the next paycheck as a non-taxable reimbursement if the supervisor approves the report prior to the time designated as the cut-off for submission of payroll time cards.

Any mileage over fifty (50) miles should be approved by your supervisor and/or a company vehicle should be requested. If the mileage is not approved nor was a company vehicle requested, the mileage will not be reimbursed.

Employees may also request reimbursement for any parking fees, tolls etc. if the original receipt for the charge is scanned and attached to the expense request.

Any business travel requiring overnight lodging must be preapproved by the employee's supervisor for reimbursement eligibility. Personal expenses including additional fees will not be eligible for reimbursement

Employees may not request mileage reimbursement for regular travel to and from their work site and home, but additional mileage incurred during a scheduled shift will be eligible for reimbursement. For example, if an employee must leave their worksite to attend a training, meeting, or appointment at another site, they are eligible for mileage reimbursement for travel between the sites, either one-way, or round trip if they are returning to their work site. If an employee is requested to leave one worksite to cover a shift at another site, or routinely travel between worksites will also be eligible for mileage reimbursement.

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Policy #208 Integrated