

# POLICY AND PROCEDURE

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## REACH for Tomorrow

POLICY: RF-232.1

TITLE: Mileage Reimbursements

EFFECTIVE DATE: 7/20/24

**AUTHORIZED BY: Board of Trustees**

This procedure shall apply to REACH for Tomorrow employees.

### **1.0 Intent**

To provide for appropriate reimbursement to employees for expenses incurred in the use of personal vehicles on agency business.

### **2.0 Establishment of Allowable Reimbursable Mileage**

2.1 Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her assigned work location.

2.2 When an employee does not report to their assigned work location (office) during the day or makes business trips before or after reporting to their assigned work location the allowable mileage is:

2.2.1 The lesser of the mileage from the employee's residence to the first stop or from the office to the first stop.

2.2.2 All mileage between points visited on agency business during the day; and

2.2.3 The lesser of the mileage from the last stop to the employee's residence or from the last stop to the office.

Direct trips between the employee's residence and their assigned work location (office) at any time are considered commuting miles and are not reimbursable.

### **3.0 Establishment of Work Locations**

If an employee has two or more regular work locations, e.g., offices in two cities, the distance between the employee's residence and any of the assigned work locations is not reimbursable. Mileage between the regular work locations is reimbursable.

### **4.0 Paperwork**

To be reimbursed the employee must complete the monthly expense report and submit for their supervisor's approval.