

PROPOSED MILEAGE REIMBURSEMENT POLICY

511 Mileage Reimbursement

Effective Date: 9/19/2012

Revision Date:

MHLS will reimburse employees for mileage incurred while on MHLS business or related activities away from the normal work location.

Reimbursement is at the current maximum rate allowed by the IRS for the most efficient route, plus tolls and parking.

The distance reimbursed for an MHLS-related stop is based on the point of origin.

Reimbursement for MHLS-related stops that occur on an employee's normal daily commute, shall be paid for actual mileage minus the distance of the employee's normal daily commute.

For travel within the MHLS service area, employees are expected to complete a reimbursement request monthly.

When using a personal vehicle, or vehicles owned, leased, or rented by MHLS, the employee must operate the vehicle in a safe manner and must abide by all traffic rules and regulations. Employees who are involved in an accident while traveling on business must promptly report the incident to the police and Business/Finance Manager and the rental company if applicable.

Abuse of this mileage reimbursement policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.