

Policy

The use of a personal automobile for the purpose of traveling on company business is a reimbursable expense.

Mileage Guidelines

The mileage reimbursement rate fluctuates based on current market prices. For the current mileage rate, please contact your District Admin. District Admin can find the current mileage rate on The Thread (Department > Travel > Documents > Mileage Reimbursement).

- All Associates will complete their mileage reimbursement through Oracle iExpense. Please ensure to review the Travel Policy regarding mileage.

Mileage reimbursement is normally calculated from your office location (District Office, Regional Office, Home Office, or assigned Store etc.) to destinations. If travel is from your home, calculation is total miles driven less the miles of a normal office commute.

For Example: If you normally drive 30 miles to your office location and you are driving to a destination that is 60 miles away, you would deduct your normal office commute.

- Drive to destination= 60 miles –30 miles typically driven to office location equals a total of 30 miles to expense.

Note: If you are driving to a location that is less miles than your typical commute you would not submit a mileage expense.

For those Associates who are not normally required to work on weekends miles are calculated from your home to destination. For Associates that are usually scheduled to work on weekends, normal expense procedures apply (calculate mileage from home to destination less normal office commute).

Tolls

Tolls are reimbursable at actual cost and should be included in the total amount with the mileage calculation. A receipt should be obtained for all toll expenses.