

Mileage Reimbursement Policy

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Effective immediately, all full-time and part-time paid employees are eligible for mileage reimbursement at the rate of **\$0.75 per mile** for approved business-related travel.

Key Guidelines:

- **Eligible Travel:**
 - Between company offices when required
 - To company-approved trainings, meetings, or events
 - For business-related errands assigned by management
- **Not Eligible:**
 - Daily commuting to and from your primary office
 - Personal errands or detours

Procedures:

1. Keep a mileage log with date, start/destination, purpose, and total miles.
2. Submit mileage logs monthly to your manager for approval.
3. Approved reimbursements will be processed through payroll on the following pay cycle.

Important Notes:

- All mileage must be pre-approved or business-related.
- Employees are responsible for safe vehicle operation and compliance with traffic laws.
- The company is not liable for accidents, fines, or personal expenses incurred while driving

Mileage Log Template

Use this form to record mileage for approved business-related travel. Submit completed logs monthly to your manager for approval. Reimbursement rate: \$0.75 per mile.

Date	Starting Location	Destination	Purpose of Travel	Miles Driven	Manager Approval (Y/N)
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