
MILEAGE REIMBURSEMENT POLICY

It is the policy of The Collaborative Charter Services Organization (“CSO”) to provide employees with reimbursements for work related use of their personal vehicles.

Employees may be required to drive their personal vehicles for work related purposes (e.g., while visiting independent study students or to participate in staff meetings). To compensate eligible employees for the costs associated with such travel, the CSO shall provide such employees with a mileage reimbursement in alignment with the IRS approved rate, which represents the total amount owed to the employee for vehicle expenses. The mileage reimbursement shall not constitute payment or reimbursement for any other travel related expenses.

All employees are eligible for mileage reimbursement when required to drive for the purpose of conducting business on behalf of the CSO. Employees must submit a mileage reimbursement form to their supervisor within 30 days of traveling. Employees must include verification of miles driven either using a platform adopted by the CSO, or by attaching a Mapquest/Google map or the like, with the request for reimbursement form.

Employees will be reimbursed for mileage starting after the first 30 miles driven or beginning with the first trip between the first and second work site locations, whichever comes first. The mileage allowance is based on travel between designated work sites and measures the distance from the first work site location to each subsequent location, ending with the last location visited by the employee. For example, for an employee traveling between appointments, mileage is based on the distance from meeting location 1 to meeting location 2, meeting location 2 to meeting location 3, and so on, until the employee arrives at the final meeting. The employee’s travel to the first work site location and from the final work site location is not covered by the mileage allowance unless it exceeds 30 miles, nor is it a reimbursable expense, as it is considered normal commuting time.

When appropriate, the CSO may determine to provide eligible employees with a comparable mileage stipend per month in lieu of a per mile reimbursement rate. Stipends must be paid in conjunction with regular pay periods and must be prorated for months in which the employee was not in regular work status for the entire month. The employee shall report to the CSO within 14 days of any month in which their actual vehicle expenses exceed the allowance.