All MAW employees who use their cars for business purposes must have current and adequate automobile/liability insurance coverage. The employee may transport clients in their personal vehicles if they have completed and are up to date on transportation safety training required by DFPS Minimum Standards. Business mileage is the travel an employee incurs beyond normal commute mileage (from home to the office and home again) on a normal workday. The mileage rate includes gas, vehicle maintenance, insurance, and other personal vehicle related costs.

**MAW Mileage Rate is $0.50 per mile. This mileage rate will be evaluated per each calendar year.**

Mileage amounts must be verifiable through the use of commercially available websites/apps (ex. MapQuest, Google Maps) using the “shortest route” option. It is recommended that each employee uses the MILETRACKER APP as this app allows you to enter the amount of mileage (calculated using GPS) and the amount of reimbursement per mile. This file can be exported to email and emailed directly to the Human Resources Manager. All mileage must be turned in by the 14th of each month at noon for the previous month. For example, Mileage for November 2016 will be due on the 14th of December. This reimbursement will be provided on December 15th. The MILETRACKER app is not required however a spreadsheet will be required that has the appropriate information.

Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided by the same due date listed above.

**Allowable Mileage Expenses**

*Examples of allowable business purposes include:*

* Meetings
* Conferences/Presentations
* Travel between foster homes and appointments
* Site visits
* Work-related errands (post office, office supply store, etc)
* Classes and workshops if job related and approved by the manager

**Unallowable Mileage Expenses**

*Examples of unallowable business purposes include:*

* Commuting between home and the work site
* Elective continuing education

**Procedure**

*Timing:*

In order to comply with IRS documentation requirements, a complete and accurate Mileage Reimbursement Form must be submitted at least quarterly but preferably monthly.

*Documenting the Location:*

Enter the location name in the “to” and “from” columns:

* If the location is an infrequent destination then enter the address or street intersection and the city;
* If the location is a frequent destination then enter the site name only and provide the address in the “additional information/notes” section.

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EMPLOYEE DATE

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DIRECTOR DATE