

CAROLINA FAMILY HEALTH CENTERS, INC. PROCEDURE

TITLE: FIN-134.03 Mileage Reimbursement

EFFECTIVE DATE: February 17, 2025

SECTION: Finance

REFERENCE POLICY: FIN-134 Business-Related Expenses and Compensation

RESPONSIBLE CHIEF OF STAFF: Chief Finance Officer

RESPONSIBLE COMMITTEE: Finance CIT

REVIEWED:

I. PURPOSE

The purpose of this procedure is to outline how staff are reimbursed for the use of their personal vehicles when used for business purposes.

II. PROCEDURE

Carolina Family Health Centers, Inc. (CFHC, Inc.) reimburses employees for mileage when they use their personal vehicle for approved business purposes. This includes but is not limited to travel between work locations, off-site travel to attend meetings or conferences, and travel to conduct home visits. Mileage expenses related to business activities are reimbursed at the current IRS-approved rate.

CFHC, Inc. does not reimburse staff for the miles incurred during normal home-to-work commutes or commutes from other non-work-related locations.

Staff requesting mileage reimbursement must enter their requests into the timekeeping system and a notation of the date of travel, number of miles, address, and a description of purpose. CFHC, Inc. and its staff members use the employee's address on file with Human Resources to determine and validate mileage when travel is initiated from the employee's home. The supervisor reviews and validates the information and approvals or denies the reimbursement within the timekeeping system. Mileage reimbursement is made every two weeks in accordance with payroll. Mileage reimbursement for attendance at continuing education conferences or workshops is applied towards the employees' continuing education allowance and dollar expenditure amounts. Refer to *HR-700.01 Continuing Education Allowance*.

A. Mileage for working at another CFHC, Inc. location:

Staff are provided mileage reimbursement when they work at a CFHC, Inc. location that is not on record as their primary site of employment.

i. Entire day of working at another CFHC, Inc. location:

Mileage is reimbursed from the employee's home to the CFHC, Inc. location, minus their **normal commute** from home to their designated work site for both arrival and departure. No reimbursement is given if the commute is shorter than the distance to their normal work location.

ii. Partial day of working at another site

Mileage is reimbursed from the employee's home to the CFHC, Inc. location, minus their **normal commute** from home to their designated work site for either the arrival or the departure. The employee is also reimbursed for one-way mileage between clinic locations.

B. Travel during office hours between CFHC, Inc. locations

Mileage reimbursement during office hours between CFHC, Inc. locations is approved as follows:

- Any Wilson location to Harvest Family Health Center & Carolina Family Dental Center:
 - One Way 11 miles
 - Round Trip 22 miles
- Any Wilson location to Freedom Hill Community Health Center:
 - One Way 30 miles
 - Round Trip 60 miles
- Harvest Family Health Center & Carolina Family Dental Center to Freedom Hill Community Health Center:
 - One Way 30 miles
 - Round Trip 60 miles

C. Travel to and from the airport or train station.

Mileage is reimbursed from the employees' home minus the distance of their **normal commute** if travel occurs on a regularly scheduled workday, otherwise, mileage is reimbursed from the employee's residence to and from the airport or train station. Mileage between a work location and the airport or train station is reimbursed.

D. Off-site meetings or conferences.

Mileage reimbursement is provided for roundtrip travel when an employee travels off-site from their residence and returns home provided the employee would be presenting to work or departing from the meeting or conference and returning home at the end of the work day minus the distance of their **normal commute**. Employees are also eligible for mileage reimbursement when travel is conducted from a work location to an off-site location or vice versa.

E. Participation in outreach events outside.

1. Normally scheduled workday

Mileage is reimbursed from the employees' home minus the distance of their **normal commute** if travel occurs on a regularly scheduled workday.

2. Non-scheduled work day (i.e. on a Saturday or Sunday)

Mileage reimbursement is provided to and from the employee's residence to the location of the event.

III. DEFINITION

A **Normal Commute** is considered the roundtrip distance between the employee's residence to the employee's designated site of employment during their normally scheduled work day.