

# MILEAGE & TRAVEL REIMBURSEMENT POLICY

CF reimburses for mileage when the use of your personal vehicle is necessary to perform your job duties. CF will reimburse personal car mileage for the following activities:

- Travel between campuses (for example, Gardens to Royal Palm Beach);
- CF approved conferences and training, excluding continuing education;
- CF meetings held outside of your work campus;
- Hospital visitation;
- Trips for a CF dedicated task; and
- Travel to a CF retreat/camp as a “Staff” participant, including CF Leadership College.

All claims for mileage reimbursement require the approval of your department head. Reimbursement for mileage will not be granted for commuting (trips from or to your home). Reimbursement for mileage will not be granted for social activities with coworkers or volunteers. All requests for mileage reimbursement need to be submitted and approved at the end of every month.

## **Mileage Rates**

The current mileage rate that the CF pays to its staff is \$.585 per mile. This rate may be changed at the discretion of Leadership. The mileage rate includes gas, vehicle maintenance, insurance, and other personal vehicle-related costs.

## **Parking/Tolls**

Parking and toll expenses, which includes charges for toll roads, paid parking fees when free parking is not available and hotel parking, incurred by staff traveling to perform job duties will be reimbursed. The costs of parking tickets, fines, car washes, valet service, and the like, are the responsibility of the staff member and will not be reimbursed. On-site airport parking is permitted for short work trips (1-3 days). For extended trips, staff should use economy/long-term airport parking facilities.

## **Alternative Modes of Transportation**

Staff must choose the least costly method of transportation that meets their schedule and job needs. Staff who uses transportation methods other than their own vehicle (i.e. Lyft, Uber) to perform job duties may only claim transportation expenses up to the amount that CF would reimburse mileage for.

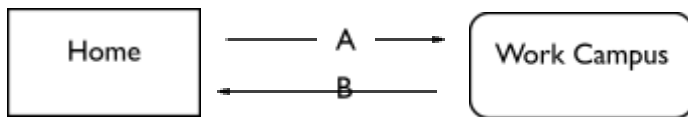
### **Use of Christ Fellowship Vehicles**

CF vehicles (i.e. multi-passenger vans) should be utilized when possible for transporting staff and volunteers to another location, especially when multiple vehicles will be used. All CF vehicle usage must have prior approval and drivers must be authorized to drive the requested vehicle. Vehicles should be returned to the location borrowed from. No CF vehicles should be taken home overnight or used for commuting purposes, unless approved by Leadership and reported accordingly. All expenses incurred with CF vehicles should be claimed on staff's request for reimbursement or charged to a CF credit card.

## APPENDIX A: CALCULATING MILEAGE

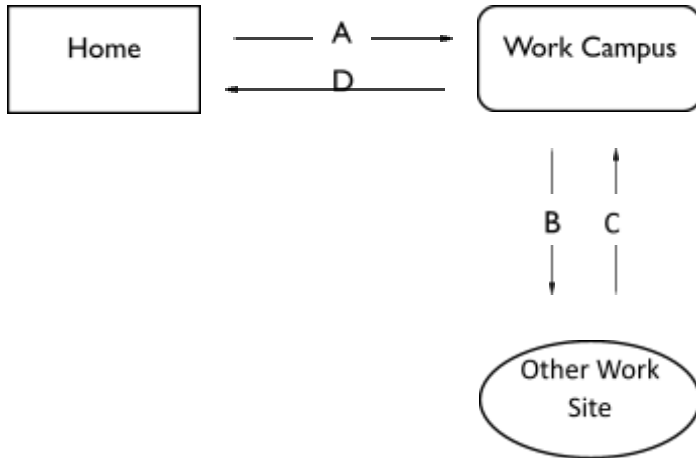
The following are examples for how to calculate mileage you may request reimbursement for. We will refer to your assigned work location (per Human Resources and your supervisor) as your Work Campus. Travel to your Work Campus from and to your home is considered commuting mileage and will not be reimbursed. Therefore, to calculate the difference between commuting mileage and additional miles traveled, commuting mileage is subtracted from other mileage traveled in a given workday.

**Example 1:** Staff travels to their Work Campus from home and back,



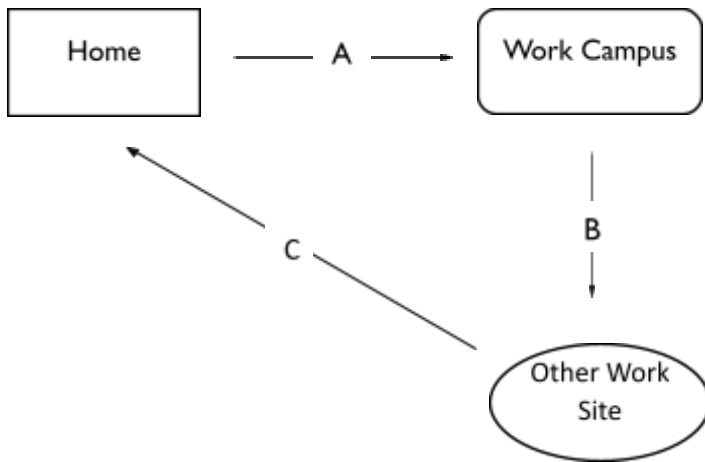
**Mileage Reimbursement:** None. All miles are considered commuting.

**Example 2:** Staff travels to their Work Campus from home, travels to a different work site, for example another campus, returns to their Work Campus, then travels home.



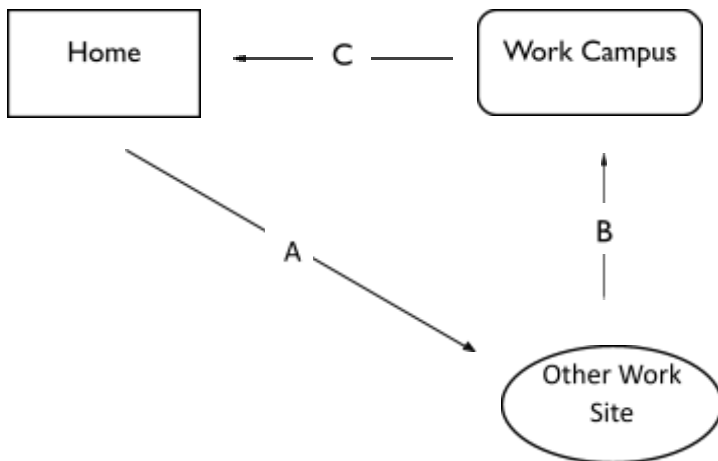
**Mileage Reimbursement:** B + C

**Example 3:** Staff travels to their Work Campus from home, travels to another work site, then travels home after.



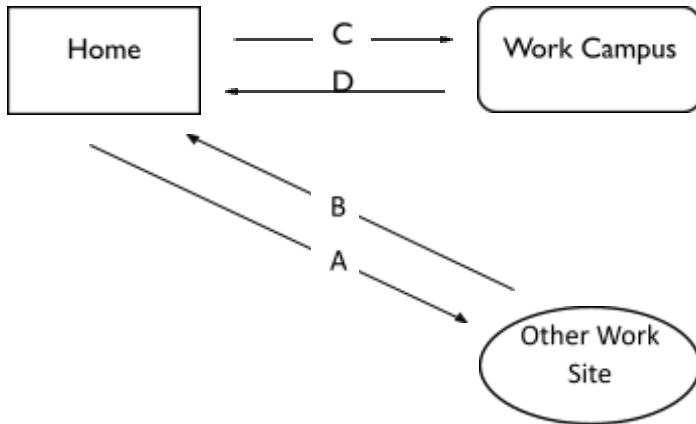
**Mileage Reimbursement:**  $B + C - A$

**Example 4:** Staff travels to a different work site from home, later returns to their Work Campus, then travels home.



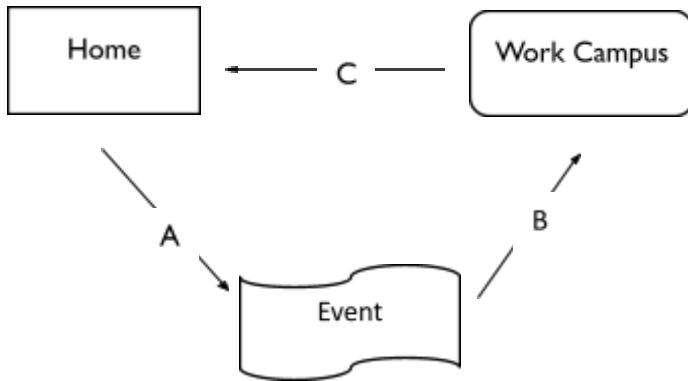
**Mileage Reimbursement:**  $A + B - C$

**Example 5:** Staff travels to a different work site from home and does not go to their Work Campus that day.



**Mileage Reimbursement:**  $A + B - C - D$

**Example 6:** Staff travels to a work Event (i.e. Church United, work meeting off campus) and then travels to their Work Campus after.

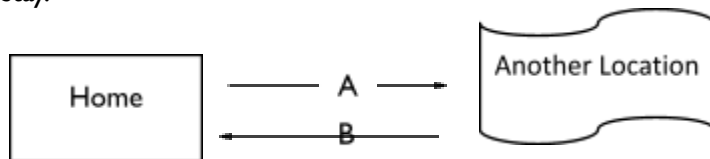


**Mileage Reimbursement:**  $A + B - C$

## APPENDIX B: CALCULATING MILEAGE FOR EXTENDED TRIPS

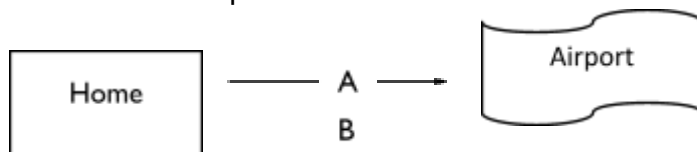
Staff may request reimbursement for mileage to and from the airport or to another location that requires an overnight stay based on when and where the staff's travel status begins and ends. CF does not subtract commuting mileage for these trips.

**Example 1:** Staff travels from Home to Another Location (i.e. Orlando, etc.) that requires an overnight stay.



**Mileage Reimbursement:**  $A + B$

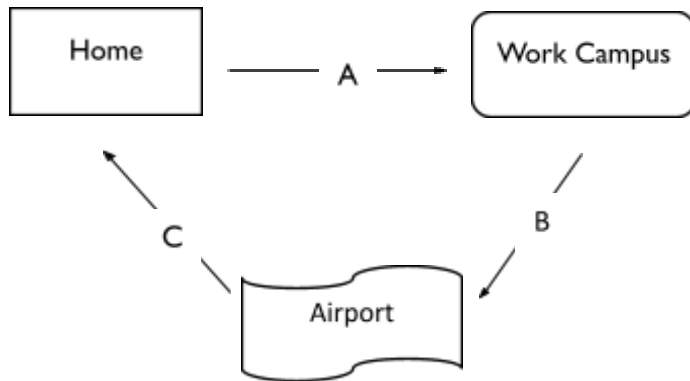
**Example 2:** Staff leaves from Home to go to the Airport. After the trip, the staff member returns to Home from the Airport.





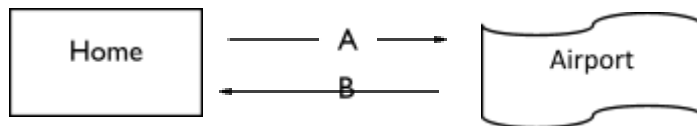
**Mileage Reimbursement: A + B**

**Example 3:** Staff leaves from the Work Campus to go to the Airport. After the trip, the staff member returns home from the Airport.



**Mileage Reimbursement: B + C**

**Example 4:** Spouse drops CF staff member off at the Airport and returns Home. Additionally, spouse picks them up from the Airport and returns Home.



**Mileage Reimbursement: (A + B) + (A + B)**