**Jay Nolan Community Services Mileage and Mileage Reimbursement Policy**

In order for Jay Nolan Community Services (JNCS) to ensure that the safety of the individuals we support is of the utmost importance; that we are seeking to meet their individual needs in their own community; and that we are fully delivering on the organization’s mission the “Mileage Policy” offers reasonable guidelines for the distances and purposes an employee may drive under any given circumstance. To facilitate a consistent and beneficial experience for all the individuals we support, JNCS requiresthat authorized drivers adhere to the following mileage policy and procedures. This policy applies to all JNCS employees, and supersede all other directives previously issued pertaining to mileage reimbursement when using personal vehicles.

**01. Policy Statement**

**I. Local Mileage Reimbursement Policy and Procedures**

Although public transportation should be the preferred method of travel for JNCS employees while supporting individuals, it is recognized that there are times when this mode of transportation may not be feasible due to location, timing, individual needs, and/or safety reasons.

Employees who utilize their personal vehicles to conduct JNCS business are eligible and expected to request reimbursement for local mileage in accordance with the procedures in Section II below. Local mileage reimbursement is for local travel related to the performance of an employee's regular job duties (and for occasional local travel for required meetings and/or professional conferences).

It is important for JNCS employees to understand that inappropriate and/or excessive mileage reimbursement requests negatively affect the financial well-being of the organization and increase the risk of taxpayer dollars not being used for the highest and best purpose for individuals supported by JNCS.

**II. Supporting Documentation Procedures Required for Local Mileage Reimbursement**

Employees must submit a completed and signed JNCS Mileage Reimbursement Form and the supporting documentation for their monthly allowable local mileage on the last day of each month to their supervisor for approval, prior to submission for payment. Failure to complete and submit the JNCS Mileage Reimbursement Form on the last day of the month may result in a delay of the employee's mileage reimbursement claim. No JNCS Mileage Reimbursement Form will be accepted from an employee after 60 days. Any JNCS Mileage Reimbursement Form submitted by an employee after 60 days will result in forfeiture of the employee's mileage reimbursement claim.

The monthly mileage amount shall be substantiated by a completed JNCS Mileage Reimbursement Form containing the following required information:

• Employee Information- Name; Department; Job Title.

• Dates vehicle was used during the month.

• Mileage for each segment of travel.

• Reason and program related purpose of each segment of the travel, as well as why public transportation could not be used.

• Requested mileage for the month. This is the miles traveled for JNCS business and not for commuting and/or minimum/maximum threshold purposes.

• Calculated mileage reimbursement. Reimbursement will be calculated using the "per mile" rate set by JNCS.

• Employee signature and date, which acknowledges the business appropriateness of the requested mileage reimbursement.

• Appropriate approval signatures.

Employees must have a valid California Driver’s License and carry valid automobile insurance that meets or exceeds insurance policy minimum limits as required by California State Statutes.

***Random Audits:*** The Human Resources Department may conduct random audits of employees' mileage claims at least once per year to ensure that the information on the JNCS Mileage Reimbursement Form, as required in Section II above, is accurate and complete. If an employee is found to have falsified their requested mileage reimbursement (or any requested reimbursement) in any way, they will be subject to disciplinary action up to and including termination.

**02. Who Needs to Know This Policy**

All authorized drivers of JNCS who transport supported individuals in their vehicles or drive for any other JNCS business-related duties, and/or supervise individuals that do, must know this policy and strictly adhere to the mileage policies and procedures.

Acknowledgement Agreement:Employees seeking mileage reimbursement are required to sign an Acknowledgement Agreement indicating that they accept the terms of this policy. Failure to comply with any component of this policy and the related procedures will make the employee subject to disciplinary action up to and including termination of employment.

In keeping with JNCS’s commitment to supporting individuals to be contributing members, actively involved, in their own community, drives while an employee is on shift supporting an individual must be within a “one way,” 10 mile radius around the individual’s home.

**03. The 10 Mile Radius Policy**

If a planned drive would exceed the 10 mile radius rule, then the employee must get prior approval from their Program Director before commencing on that specific drive. Approvals for extended distances are not intended to be a common practice, may not be regularly scheduled unless a medical, IPP, or other essential circumstance indicates such a drive is needed.

**04. The Extended Mile Policy for Occasional Drives Only**

Approvals for extended drives will be granted pending demonstration that alternative transportation options have been explored, there are no equivalent options within the “10 Mile Policy” distance from the supported individual’s home, and there is a valid program related purpose for the drive.

The only exception to this rule, is if an emergency arises, and the closest necessary emergency services are outside the 10 mile radius. The employee is empowered to use their own judgement to access such emergency services without prior approval for the trip’s distance. All other JNCS emergency protocols must also be adhered to.

**05. Other Business-related Drives Policy**

For other JNCS business-related drives, not transporting individuals we support, the following policy applies. All drives, regardless of distance, must have a valid JNCS business-related purpose. All drives that exceed 10 miles, one-way, unless going between JNCS work sites, must have prior approval by the employee’s supervisor. If recurring business-related drives exceeding 10 miles one-way, to the same location, are determined to be necessary, appropriate and support the organization’s mission and service program designs, then a single supervisor approval may be given for the recurring drives.

**06. Addendum: Additional Program Specific Mileage Policies**

**I. The Community Facilitator Program**

Commensurate with the program design, the Community Facilitator Program staff do not transport the individual’s they support to and from medical/dental professionals (doctors, dentists, etc.) or therapy appointments (speech, physical, occupational, art, music, mental health, etc.). Therefore, JNCS does not provide mileage reimbursement for such drives. The exceptions to this would be that the staff member is actively engaged in the therapy appointment and implements the intervention during their hours of support, or are the necessary “second person” required (in addition to the parent/family member/or representative) to enable the individual receiving support to be examined and/or treated by the medical/dental professional due to behavioral or other issues.

When in doubt of whether the staff person will be able to receive mileage reimbursement, the staff person should always consult with his/her Supervisor.