



MILEAGE POLICY GUIDELINES



Public Transportation

This is the preferred method of travel. Please speak with your supervisor about how you and the person you support can access free training



Personal Vehicle

Mileage reimbursement is available for **eligible drivers** and is reimbursed for local travel related to the performance of your regular job duties



10 mile Radius

JNCS' support's people to actively participate in their communities, drives must occur within a 10 mile radius (10 miles one way) around the person's home



Extended Drives

Prior approvals must be obtained from your Program Director prior to the extended distance drive (10 + mile's). All drives must have a valid program related purpose.



Mileage Forms

You must submit a completed and signed Mileage form on the last day of each month Failure to submit a completed form will result in a delay of payment.



Timely Reporting

No JNCS Mileage Form will be accepted from an employee after 60 days.. Any form submitted after 60 days will result in forfeiture of reimbursement



Accuracy

Please complete your Mileage Reimbursement form accurately. Date, miles driven, destination and purpose of drive Failure to submit an accurate report will result in delay of payment.



Review Policy

Attached is the complete policy, please review, ask questions and sign your acknowledgment.



Emergency

You are empowered to use your own judgement to access emergency services without seeking prior approval if the drive is outside the 10 mile radius