

Policies & Procedures

MILEAGE REIMBURSEMENT

Section: Financial

Pages: 2

Subject: Mileage Reimbursement

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POLICY

Davis Behavioral Health will reimburse employees using personal vehicles for actual miles driven to conduct agency business. Employees will be reimbursed at a rate established by the DBH Finance Department using a formula derived from IRS business and charitable reimbursement rates.

PURPOSE

To establish a comprehensive policy regarding auto mileage allowances, provide for periodic adjustment of the allowance amount, and establish reimbursement procedures for employees and volunteers.

PROCEDURES

1. In order to receive an auto mileage reimbursement, procedures must be followed.
 - a. The requestor must be an employee or volunteer of Davis Behavioral Health and be authorized for mileage reimbursement by his/her supervisor, based on expected out-of-office responsibilities.
 - b. An employee must have a valid Utah driver's license and insurance when driving a vehicle on agency business. An employee must be able to provide proof of the same if requested to do so by a supervisor or administrator.
 - c. An employee whose driving privilege is revoked or whose automobile liability insurance is not in effect may not drive in the line of duty for the agency.
 - d. Supervisors will verify the accuracy of the mileage report and approve the reimbursement request.

2. Mileage Allowance

- a. Employees shall be reimbursed at the approved rate for miles driven in private vehicles on agency business.
- b. Reimbursable mileage begins at the first location where work for the agency is performed.
- c. The Finance Department shall be responsible for processing legitimate reimbursement requests under this policy.
 - i. To receive mileage reimbursement under this policy, the employee must submit a Mileage Reimbursement Form.
 - ii. If any reimbursement is due upon an employee's termination from eligibility under this policy, or termination from employment, the employee is responsible for submitting a Mileage Reimbursement Form
- d. Davis Behavioral Health may withhold payment of mileage reimbursement if such payment is in violation of this policy.

3. Accident Procedure

- a. In the event that an employee is involved in an automobile accident while on agency business in his/her private vehicle, an Incident Report must be filed with the Chief Financial Officer and Fleet Manager.