

Chapter:	Human Resource Management		
Title:	Use of Personal Automobile and Travel Reimbursement		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR Spec	Adopted Date: 08.2020 Review Date: 06.2024	Related Policies: Agency Vehicles Fiscal Policies (3.0) Unusual and Critical Incident

Purpose:

Hopeful Horizons (HH) has established this policy and its related procedure to clarify the requirements for employee use of personal vehicles and reimbursement for travel related to work for the organization.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other:

Policy:

Employees shall be compensated in the form of mileage paid per mile driven for ordinary and necessary business-related expenses consistent with the requirements established in this policy:

- A. **Prior Approval:** The employee’s supervisor has provided prior approval for the employee’s use of their personal vehicle.
- B. **Agency Vehicles:** HHs’ owned vehicles are not available during the period transportation is required or the vehicles are in a location that would result in additional time and cost to access.
- C. **Mileage Reimbursement:** Reimbursement shall be made at the Internal Revenue Service (IRS) standard mileage rate. Reimbursement requests shall be approved by the employee’s supervisor and submitted to Finance on a Travel Support Document consistent with approved procedures. Receipts documenting related expenditure must be attached to be paid (e.g., parking).

Mileage is always calculated from an employee’s assigned office location to the work-related destination back to the assigned office location unless travel is happening at the beginning or end of a workday and the employee is travelling to a **Hopeful Horizons location** other than their assigned office. In this instance, if the employee is leaving from or returning to their home, they may only request mileage in excess of what the miles travelled to their assigned office would be (e.g., employee travels 14 miles roundtrip to their assigned office but travelling to an alternate HH office is 30 miles roundtrip, they can request 16 miles be reimbursed).

- D. **Transporting Others:** Employees are prohibited from transporting clients in their personal vehicle.
- E. **Liability:** Automobile liability insurance, for the use of private automobiles, is the responsibility of the employee and is required for anyone who uses their personal vehicle for HH business. Hopeful Horizons is not liable or responsible for any damage or losses to personal vehicles or their contents.

The employee shall report any car accidents to the Director of Operations that occur with the employee's personal vehicle while driving for approved ordinary and necessary work related activity. The employee shall document the accident in accordance with HHS' [Unusual and Critical Incident](#) policy and its related [Universal Incident Reporting Procedure](#).

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

NA

Other Related Materials:

Emergency Incident Response Procedure
Fiscal Policies and Procedure Manual, Mileage, Parking and Tolls (3.4)
[Universal Incident Reporting Procedure](#)

References/Legal Authority:

[IRS Standard Mileage Rate, Internal Revenue Service, 2024.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
06.2024	This policy is updated to the new template and adds communication and training, definitions, other related material and references as applicable.	R. Lucovich, HR Spec.