



JCS-Inc. Policies

4002.1 Auto Allowance and Mileage Reimbursement Policy

Effective Date: May 8, 2020

Approved by: Board of Directors

Policy:

It is the Board's policy to reasonably provide financial assistance to employees in certain positions which require excessive driving of the employee's private vehicle for legitimate business purposes. This policy is to establish a standard for auto allowance and mileage reimbursement, including which positions are eligible for a monthly auto allowance and which are eligible to be reimbursed for business-related mileage.

The Executive Director shall exercise due care to ensure that auto allowance and mileage reimbursement do not exceed the Board's established maximum budget in any fiscal year. All auto allowances and mileage reimbursement shall be approved in advance by the Executive Director.

As employees are eligible to receive tax benefits for unreimbursed business use of a private vehicle, above and beyond the employee's regular daily commute, it is the intention of the Board by this policy to preserve School resources and provide only nominal financial assistance for such circumstances. The Board requires that employees eligible to request mileage reimbursement take all reasonable steps to ensure that expenditures are minimal (i.e., carpooling to business events with other employees, utilization of telephonic or Web-based technology to attend distance meetings and conferences, etc.).

Original Policy 02/27/01

Revised Policy 03/09/07

Revised Policy 05/08/2020