



# MILEAGE REIMBURSEMENT POLICY

## **Employees:**

Employees of Heisey Collectors of America, Inc. (“HCA”) are eligible for mileage reimbursement when using their personal vehicles to conduct business for HCA and/or the National Heisey Glass Museum (“the museum”). Employees are reimbursed at the current standard mileage reimbursement rate for business use as determined by the IRS.

Mileage or other transportation expenses that are incurred for travel between an employee’s home and the workplace are considered personal commuting expenses, regardless of when the trip occurs (scheduled work hours or other times). Commuting miles are not eligible for reimbursement.

The driver must be a registered owner or permissive user of the vehicle. Employees who wish to claim mileage reimbursement for use of their personal vehicles shall maintain a monthly mileage log in the form attached to this policy as exhibit A. Mileage logs shall be submitted within ten (10) days of the end of each calendar month. Mileage reimbursements shall be issued monthly following submission of the log to the Director/Curator.

## **Volunteers:**

Volunteers are eligible for mileage reimbursement when using their personal vehicles to conduct business for HCA and/or the National Heisey Glass Museum (“the museum”). Volunteers are reimbursed at the current standard mileage reimbursement rate for charity miles as determined by the IRS.

The driver must be a registered owner or permissive user of the vehicle. All travel must be approved in advance in writing by the Director/Curator. Volunteers who wish to claim mileage reimbursement for use of their personal vehicles shall submit a mileage reimbursement request in the form attached to this policy as exhibit B. Requests shall be submitted within sixty (60) days of the date of travel. Mileage reimbursements shall be issued within a reasonable time following submission of a request to the Director/Curator.

## **Officers and Directors:**

Officers and directors are not eligible for mileage reimbursement when using their personal vehicles to conduct business for HCA and/or the museum.



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## **Insurance:**

Employees and volunteers using their personal vehicles while conducting HCA or museum business must carry liability and comprehensive insurance coverage complying with the requirements of the state in which the vehicle is registered. When a personal vehicle is used in conducting HCA or museum business, the vehicle owner's insurance is primary. Insurance carried by HCA, if applicable, is excess to the vehicle owner's policy.

## **Return of Excess Payment:**

In the event an employee or volunteer receives a mileage reimbursement for more than the actual mileage driven, the excess payment received must be returned to HCA within 120 days of receipt of the reimbursement.

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HEISEY  
COLLECTORS  
OF AMERICA,  
INC.

# MILEAGE REIMBURSEMENT POLICY

## EXHIBIT B

### REQUEST FOR MILEAGE REIMBURSEMENT

Name: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mileage:

\_\_\_\_\_

I HEREBY CERTIFY that the travel described above was in the performance of my duties as a volunteer of Heisey Collectors of America, Inc., and the mileage claimed is as recorded by the vehicle's odometer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Miles: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(rate)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Curator