

Travel Policy for Mileage Reimbursement

Generally speaking, each day the work starts at the job site, and ends at the job site. When traveling to and from work each day, we are not “at work.” Everyone is responsible to be at work at the appointed time. This has legal implications as to insurances etc. The same is true after a project concludes and before the next project begins (or when hiring on for the first time, etc.). When a job is completed, each of us is no longer “at work” and we are free to travel how, where, or when we choose prior to the next project. Work hours are not counted and turned in for travel time to and from housing, or when traveling between projects.

However, the distance to travel between projects can be quite large for this company, and it is sometimes a financial burden. As a result, the company offers a one-time stipend to help enable us to travel between projects (once per project). This stipend is calculated on a 'per mile' basis in a direct route from the concluding project to the next project (or in some cases “home” after a project is completed). This rate mainly helps offset vehicle provisioning (fuel, wear-and-tear, insurance, etc.), as each of us is required to provide a vehicle for our own personal travel at a job site. To a lesser extent, the stipend helps to offset time provisioning. The company uses several factors to calculate the stipend rates. In a few cases, the travel rate may be increased for additional services performed. For a while now, the company has been reimbursing all travel at the maximum federal (GSA) rate. In some cases that rate may still be used, but generally, the travel stipend rate will be as follows:

- Vehicle Travel Stipend \$.33 / mile
- Person Travel Stipend \$.23 / mile

Generally both are combined for a total \$.56 / mile

These stipend amounts are applied to projected point-to-point direct driving mileage. Meaning, straight from one project to another. However, those routings are certainly not required, each individual chooses their own time, pace, and route to be onsite ready for work at the appointed time/place.

The travel stipends are sent electronically to each of us on the Friday following the arrival date of the trip.

Superintendents submits the travel trip dates and locations to the accounting manager (Traci), and each Project Manager approves them for their projects when necessary.