

HV of Fork Owners Association

Policy 2021-11-02 Mileage Reimbursement

Employees, officers and staff who volunteer to use their vehicles for incidental travel in performance of their job at HV of Fork may be compensated in one (1) of two (2) methods.

First method is a weekly allowance set according to the average use of their personal vehicle for Association errands. Such allowance may be set by the President, subject to adjustments by the Board of Directors.

Travel for special purposes or pre-approved travel to pick up or deliver equipment should be done with Association vehicles. In the event an employee or officer has approval to use their personal vehicle, they shall be paid by mileage reimbursement or fuel purchase, but not both methods.

Mileage for travel reimbursement shall be made using the approved "Mileage Tracking and Reimbursement" form and shall be submitted within 3 working days of travel. Mileage will be reimbursed according to the IRS rules in effect on the date of travel.

In all cases the use of an employees vehicle is voluntary and either reimbursement or allowance is intended to cover all costs of the use of such vehicle. In no case shall the Association be responsible for maintenance, repair or replacement of said vehicle.

Employee/staff/officer acknowledges receipt of a copy of this policy

Policy approved by a majority vote of the Board of Directors on
November 20, 2021.

President