BENCO
Personnel Manual

MILEAGE

Employees will be required to get approval from their supervisor for using their own personal vehicles prior to carrying out any Benco business or providing any transportation services to supported individuals.

Employees will be reimbursed when they use their own vehicle to carry out Benco business or provide services to residents. An accurate log of miles will be reviewed and approved by the immediate supervisor prior to reimbursement.

Employees must document the actual beginning and ending mileage reading from their vehicle and use a Benco mileage sheet to record the mileage on. Requests for mileage reimbursement will be submitted with time sheets each pay period. The reimbursement rate will be reviewed annually and will meet the requirements for IRS reimbursement rates per mile driven in service of charitable organizations.

If a Benco vehicle is available at the program that has been cleared for use by Benco maintenance, or if arrangements have been made to borrow another program's Benco vehicle, and the employee still chooses to use their personal vehicle, the employee will not be reimbursed mileage.

Employees are not required to use their vehicle for work purposes at Benco.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

Date: 5/7/26