



**MILEAGEWISE**

IRS-PROOF MILEAGE LOG



# SAMPLE MILEAGE REIMBURSEMENT POLICY



# THANK YOU FOR CHOOSING MILEAGEWISE

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We guarantee that your and your employees' needs will be met for the most optimal user experience when it comes to reducing mileage reimbursement expenses by incorporating an automated approach when implementing a reimbursement plan of your choice.

MileageWise is a Web Dashboard and Mobile App solution for creating IRS-Proof Mileage logs. Users, by entering their trips to the Web Dashboard or automatically logging their miles with the Mileage Tracker App can create IRS-Proof mileage logs.

The software monitors 70 logical conflicts when processing a Mileage log ensuring that the result is truly IRS-Proof, meeting Every Expectation.

With MileageWise Employers can establish an Accountable Reimbursement plan and Employees can claim more accurate business mileage, quicker.

This document is a sample policy that you might consider using in your company.

*This policy does not serve as legal advice and before implementing this policy or any other policy to your employees you should review the policy for legal compliance by your legal counsel. Each customer should discuss the rate for mileage reimbursement internally to ensure the rate is compliant with applicable federal and state law.*



**MileageWise users save an average of 25 to 30% in mileage reimbursement costs.**

## SAMPLE MILEAGE REIMBURSEMENT POLICY

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XY Corporation („Company“) has contracted MileageWise to help implement and execute the most optimal mileage reimbursement process that meets the needs of the Company and its employees alike. The Web Dashboard and Mileage Tracker App allows the Company to track and reimburse their employees for business mileage (i.e. miles that employees travelled for work-related purposes) with their personal vehicle.

The MileageWise Mileage Tracker App uses an unique battery and data-friendly tracking technology which calculates with the most efficient route for mileage reimbursement for business trips, which are the most ideal for your mileage log in order for it to be IRS-proof. For example, due to parking or taking a different route the mileage of a trip can differ from the “most optimal” route. If the difference is under a specific percentage MileageWise will automatically adjust it to the most optimal distance.

Employees can choose from 3 different tracking methods based on their preference. They have the option of choosing between 1 manual and 2 automatic tracking methods.

In case of choosing manual logging, employees will be responsible for logging the ending destination of their trips: When they arrive at a destination they can confirm the arrival with the Touch of a Button. If employees choose one of the automatic tracking methods they will not have any other additional task other than the initial set up of the automatic tracking methods in the Mileage Tracker App. After selecting and setting one of the automatic tracking methods, trip tracking will work even if employees do not launch the Mileage Tracker App on their phone, thus eliminating the mileage tracking loss due to forgetting launching the app at the end of working days.

Daily transportation expenses employees incur while traveling from home to one or more regular places of business are non-reimbursable. This is because home-to-work transportation is considered to be commuting which is a non-deductible expense according to the IRS.

Employees only have to set the Headquarters address once upon downloading the Mileage Tracker App or registering through the Web Dashboard. The system is automatically programmed to show the first and last visit of the day as their Headquarters (i.e. primary work address) from which the vehicle leaves and arrives to, on a daily basis. The rest of the trips are recorded in between.



The Company will provide training to employees on the new MileageWise Web Dashboard and Mileage Tracker App.

### **Special cases**

It is possible to override the mileage calculation to add additional mileage in the Web Dashboard, if necessary, under certain circumstances. To control this, managers can assign permissions to certain operations in the Web Dashboard with the help of the User Management functionality. Managers can add Employees to access their MileageWise account and record data, as well as create Mileage logs.

They can set specific Employees to access their account only through the Mileage Tracker App, thus eliminating the possibility of possible abuses of the system's "Overriding calculated distances" function. For multiple users Managers can set which Employees can work with which vehicle, which Employee can record and modify a particular vehicle's monthly trips data, pair vehicles with partners, or set up Recurring daily trips.

For more information regarding the overwritten calculated distances, please see your manager or a member of the Human Resources Department.

The Company has determined that for the current calendar year, employees will be reimbursed at the [INSERT APPROPRIATE MILEAGE REIMBURSEMENT RATE].

Management has the sole and absolute discretion to approve all mileage reimbursements. Any mileage reimbursement that is found to be non-business related may not be approved for payment. Moreover, any employee who is determined to have falsified any mileage reimbursement or attempted to tamper with or otherwise use the MileageWise software in a fraudulent or unlawful manner may be subject to disciplinary action, up to and including termination.