

412 Mileage and Travel Time Reimbursement

IECP will reimburse our employees for travel time and mileage as follows.

You will be paid mileage monthly (at the approved rate for your region) and drive time (at minimum wage) between all of your appointments **after** the arrival at your first appointment of the day. You will not be paid for your mileage or drive time from your home to your first assignment, or from your last appointment of the day returning to home.

You will be required to submit a monthly (from the first day of the preceding month to the last day of the month) mileage/travel time log electronically to IECP in order to be compensated for this expense. The form and instructions are attached. Mileage reports are due for the month by 8:00 am on the first day of the following month in order to be paid on our regular payroll run. If the deadline is missed, the payment will be made on the next payroll run. You must submit your mileage report for travel expenses incurred during a preceding month within 30 days of the end of that month.

Northern California mileage reports should be submitted to redwoodtimeandtravel@iecp.us

Southern California mileage reports should be submitted to timeandtravel@iecp.us.

The following stipulations will also apply:

- Mileage will be paid for service appointments that are a minimum of one hour in length. Mileage will not be compensated for canceled appointments