



## Monthly Mileage Reimbursement Policy

### Site Level Operating Staff

#### **Purpose**

To provide fair reimbursement for reasonable and necessary mileage expenses incurred during approved work-related travel.

#### **Eligibility**

The following positions are eligible:

Vice President of Operations, Regional Vice Presidents, Regional Directors, Area Directors, IT, Maintenance personnel, and Facilities staff, with prior approval.

#### **Reimbursement Standards**

- Mileage is reimbursed at the IRS standard mileage rate.
- Reimbursement is only permitted if it has not been, and will not be, received from any other source.
- Team Members must review and sign this policy before using their personal vehicle for company business.

#### **Non-Reimbursable Expenses**

- Fuel
- Standard commute mileage (30 miles per eligible day, or an alternate standard commute assigned by HR), unless an approved exemption applies.
- Driving to or from lunch
- Personal errands
- Personal tolls, which must be reported on the mileage submission and will be deducted from your total mileage reimbursement.

In sum, mileage reimbursement is not intended to subsidize personal lifestyle or housing decisions.

#### **Commute Deduction & Exemptions**

- Standard Commute Deduction
  - A standard 30-mile commute is deducted for each regular workday when the total miles driven for that day exceed 30 miles.
    - Example: You drive 50 miles in a day = 20 reimbursable miles ( $50 - 30 = 20$ ).
    - Example: You drive 30 miles in a day = 0 reimbursable miles.
- Exemptions (fully reimbursable, **no** commute deduction). Trips listed below are fully reimbursable and not subject to the 30-mile deduction. These drives must be classified as "Exempt Trips":
  - After-hours service calls
  - Emergency calls on scheduled off days
  - Out-of-market travel where the round-trip exceeds 180 miles

#### Adjusted Standard Commute for Long Distances



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If a Team Member lives more than 100 miles round-trip from their assigned work locations, WhiteWater may assign a different standard non-reimbursable commute mileage to be deducted per workday.

This adjusted standard commute will be determined by HR on a case-by-case basis to ensure fair and consistent application of the policy. The assigned standard commute will remain in effect unless approved for change by HR.

#### Procedures

- **MileIQ Setup:** Eligible Team Members will receive an invitation via their WhiteWater email account and must accept the invitation and download the app. After completing setup, create a new category titled “Exempt Trips”. The Business and Business+Commute categories will be added automatically.
- **Mileage Tracking Guidelines:**
  - **Record All Trips:** Log all drives made during company hours, including to and from home.
  - **Daily Review:** At the end of each workday, examine the total miles of all drives in that day.
    - If your daily total of business drives totals more than 30 business miles in one day, classify each individual drive on that day as **BUSINESS**.
    - If your daily total of business drives totals less than 30 business miles in one day, classify each individual drive on that day as **BUSINESS+Commute**.
    - After-hours service calls, emergency responses on scheduled days off, or out-of-market travel exceeding 180 miles round-trip should be classified as “**Exempt Trips**.”
- **Reports:** Weekly and monthly reports must be reviewed to ensure all drives are correctly classified before submission.
- **Late Requests:** Monthly Mileage Submissions more than 60 days past the travel date will not be reimbursed.
- **Compliance:** Failure to meet reporting deadlines or repeated submission errors may result in delayed reimbursement and/or disciplinary action.

#### Tolls:

If your market requires toll usage, you are required to charge tolls to the company credit card. When submitting your monthly mileage report, you must also report any personal tolls incurred during personal time. Personal tolls are not reimbursable and will be deducted from your total monthly mileage reimbursement.

#### Deadlines & Approval Process

- **Weekly Report:** Submit a weekly report through your MileIQ account by *11:00 AM CST every Monday*, covering the prior week (Monday–Sunday).
- **Monthly Report:** By the *3rd of each month*, download a PDF or CSV report from your MileIQ account covering the previous month (1st to the last day) and submit it via the [Team Member Action Requests Dashboard](#). From the type of change drop-down menu, select Monthly Mileage Reimbursement.
  - **Manager Approval:** Your reporting manager will review and approve submissions *within 48 hours of receipt*. Once approved, the submission will be forwarded to payroll for reimbursement.

#### Calculation

To calculate your reimbursable mileage:



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- **Enter total BUSINESS Miles:** Report all miles driven for business purposes in this category. Do not include Business + Commute.
- **Enter total Exempt Trips Miles:** Report the total miles for the month classified as Exempt Trips. These miles are fully reimbursable and not subject to the 30-mile commute deduction.
- **Enter total Days with Drives Over 30 Miles:** Count the number of regular workdays where business trips exceeded 30 miles in a single day. Do not count scheduled days off or out-of-market trips over 180 miles.
- **Enter the total amount of Personal Tolls:** Report all personal tolls. This amount will be deducted from your total monthly mileage reimbursement.

#### Example:

John Doe drove a total of 2,000 miles for the month: 1,000 miles were classified as **Business**, 500 miles as **Business + Commute**, and 500 miles as **Exempt Trips**. He had 15 days where his business drives exceeded 30 miles in a single day. Additionally, John incurred \$50 in personal tolls.

Mileage Reimbursement Calculation for John Doe:

No action is needed for the Business + Commute miles (500)

**Step 1:** Add Business + Exempt Trips:

$$1,000 \text{ (Business)} + 500 \text{ (Exempt Trips)} = 1,500 \text{ miles}$$

**Step 2:** Subtract the standard commute deduction:

$$15 \text{ days} \times 30 \text{ miles} = 450 \text{ miles}$$

$$1,500 - 450 = 1,050 \text{ reimbursable miles}$$

**Step 3:** Apply the IRS standard mileage rate for 2025 (\$0.70 per mile):

$$1,050 \times \$0.70 = \$735$$

**Step 4:** Subtract personal tolls:

$$\$735 - \$50 = \$685$$

Eligible reimbursement for John: **\$685.00**

#### Team Member Relocation or Change in Residence

If a Team Member voluntarily relocates or changes their primary residence in a manner that increases the distance between their home and their assigned work location, the Company will not reimburse any additional mileage, travel time, or related expenses resulting from that change.

Specifically:

- Mileage reimbursement will be calculated based on the *shorter of*:
  - The Team Member's distance from their prior residence to the assigned work location, or
  - The standard commuting distance associated with the role and location, as determined by the company in its sole discretion.



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- This applies regardless of whether the Team Member previously received mileage reimbursement or travel allowances associated with the area of their new primary residence.
- Mileage incurred for approved business travel beyond a Team Member's normal commute (e.g., travel between locations during the workday, training, or temporary assignments) remains eligible for reimbursement in accordance with company policy.

Team Members considering a relocation that may impact mileage reimbursement should consult with HR in advance. The Company reserves the right to review mileage reimbursement eligibility on a case-by-case basis to ensure consistency and compliance with company policy guidelines.

#### Safety & Vehicle Maintenance

- Team Members must follow all company safety standards and applicable laws.
- Vehicles must be properly maintained, insured, and pass all required inspections.
- In the event of an accident, the Team Member's personal insurance provides primary coverage, including premiums and deductibles.

#### Insurance Requirements

- Team Members using personal vehicles must maintain:
  - \$250,000 combined single limit liability coverage, OR
  - \$100,000/\$300,000 bodily injury and \$100,000 property damage per occurrence.
- Proof of valid insurance must be emailed to [HR@whitewatercw.com](mailto:HR@whitewatercw.com) upon each renewal.

#### Motor Vehicle Records

- Team Members must consent to Motor Vehicle Record (MVR) checks at any time.
- A satisfactory MVR is required annually to maintain eligibility for reimbursement.
- Team members must complete training as scheduled or required by the company.

#### Payment Dates:

Mileage reimbursements are processed monthly. To be included in a given month's payroll, your request must be submitted and approved by your manager before the payroll deadline at the end of that month's pay period. Requests submitted by the payroll deadline will be reimbursed on the following paychecks.

Month	Paycheck Date
December	01/15/2026
January	02/12/2026
February	03/12/2026



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March	04/09/2026
April	05/21/2026
May	06/18/2026
June	07/16/2026
July	08/13/2026
August	09/10/2026
September	10/08/2026
October	11/19/2026
November	12/17/2026
December	01/14/2027

#### **Mileage Reimbursement is a Benefit, not a Right**

Please note that, except where expressly mandated by applicable state or local law, the company is not legally required to provide mileage reimbursement. The provision of this benefit at any given time does not constitute a waiver of the company's right to modify, suspend, or terminate this mileage reimbursement policy, in whole or in part, at any time, with or without notice.

Mileage reimbursement policies and procedures are subject to change at the company's discretion at any time. Team Members will be notified of any updates as they occur.

This policy supersedes and replaces all prior versions.

#### **Acknowledgment and Agreement**

I have read and understand this policy. I agree to comply with its terms and understand that failure to do so may result in disciplinary action, up to and including termination of employment.

**Team Member Name (Please Print):** \_\_\_\_\_

**Team Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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#### FAQ: Employee Mileage Reimbursement Guidelines

##### **1. Who is eligible for mileage reimbursement?**

Eligible employees include the Vice President of Operations, Regional Vice Presidents, Regional Directors, Area Directors, IT, Maintenance, and Facilities staff, with prior approval.

##### **2. What categories can I use to track my mileage?**

Use the MileIQ app to log all work-related drives. Categorize trips as:

- **Business:** Regular, work-related drives exceeding 30 miles per day.
- **Business + Commute:** Drives on days when total business miles are less than 30.
- **Exempt Trips:** After-hours calls, emergency responses on scheduled off days, or out-of-market trips exceeding 180 miles round-trip.

##### **3. What counts as an Exempt Trip?**

- After-hours service calls
- Emergency calls on scheduled off days
- Out-of-market trips exceeding 180 miles round-trip

These are fully reimbursable and not subject to the standard commute deduction.

##### **4. How is mileage reimbursement calculated?**

Reimbursable miles are calculated as: (Business miles + Exempt Trip miles) – Standard commute deduction for reported workdays. Then, multiply the resulting miles by the IRS standard mileage rate and subtract any personal tolls.

##### **5. What are personal tolls and how are they handled?**

Personal tolls, those incurred during personal time, PTO, off days, or after work hours, must be reported on your mileage submission. These tolls are not reimbursable and will be subtracted from your total reimbursement.

##### **6. What are non-reimbursable expenses?**

Non-reimbursable items include fuel, commuting, driving to/from lunch, personal errands, and personal tolls.

##### **7. When does an adjusted standard commute apply?**

If a Team Member lives more than 100 miles round-trip from their assigned location(s), HR may assign an adjusted standard non-reimbursable commute, determined on a case-by-case basis.

##### **8. What happens if a Team Member relocates or changes residence?**

If a Team Member moves farther from their assigned location, the Company will not reimburse additional mileage. Reimbursement will be based on the previously assigned or HR-determined standard commute.



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#### 9. What are the reporting deadlines?

- **Weekly reports:** Submit via MileIQ by 11:00 AM CST every Monday.
- **Monthly Submission report:** Submit through the [Employee Action Requests Dashboard](#) by the 3rd of each month. Reports must cover the previous month and cannot be submitted early (before the 1st of the following month). No exceptions.

#### 10. What happens if I submit late?

Monthly mileage submissions over 60 days late will not be reimbursed. Repeated late submissions may result in delayed payments or disciplinary action.

#### 11. What are the vehicle and insurance requirements?

Personal vehicles must be insured and meet the following minimum requirements:

- \$250,000 combined single limit liability or
- \$100,000/\$300,000 bodily injury and \$100,000 property damage.

Proof of insurance must be submitted to HR at each renewal.

#### 12. What are considered working days when completing the monthly submission? Report all regular workdays where your business drives exceeded 30 miles in a day.

#### 13. When will reimbursements be paid?

Mileage reimbursements are processed monthly. To be included in a given month's payroll, your submission must be approved by your manager before the payroll deadline, which is every other Thursday by 8:00 AM CST. Requests submitted by the deadline will be reimbursed in the upcoming paycheck.