



## Mileage Reimbursement Policy

### Site Level Operating Staff

It is the policy of **WhiteWater Express Car Wash** to reimburse staff for reasonable and necessary mileage expenses incurred during approved work-related travel.

Mileage reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. At the standard rate per mile, which is in conformance with the approved *IRS* rate.

Before being permitted to use your personal vehicle on behalf of WhiteWater Express, you are required to read and sign the policy below.

#### ***Authorization and Responsibility***

Mileage reimbursement must be approved by the Vice President of each region. VP, must electronically approve the mileage reimbursement form submitted by the employee no later than the **5<sup>th</sup>** of each month. The approved reimbursement will be added to the employee's upcoming paycheck. Failure to submit your mileage reimbursement within 30 days from incurring the expense will not be reimbursed.

#### ***Eligible Employees***

All Site Level Operation Staff that constantly travel in between locations including Area Directors, Vice Presidents, IT Technicians and Maintenance Technicians.

#### ***Employees Procedures & Responsibility***

- **MileIQ app:** Employees must download the MileIQ app to track mileage. When creating an account use the company credit card to pay for the monthly fee.
- **Documenting the Location:** The location names on MileIQ must match with the location code assigned to each WhiteWater location. For example, (WX101, WX201, WX501, etc.).
- **Tracking Mileage:** Employees will track the mileage from and to home. Each workday the company will deduct 30 commute miles from the total miles drove each day. Exemption to 30-mile deduction for after-hours service calls and out of market travel. Out of market travel is defined by travel that requires an overnight stay.
  - Example: If Joe drives 2,000 miles and works 22 days in a month, the company will deduct 660 commute miles (22 days x 30 miles = 660). The company will reimburse Joe a total of 1,340 miles.



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**Employees are expected to use their time effectively and limit the number of stops within a day.**

- **Monthly Mileage Form:** On the 1<sup>st</sup> of each month employees must complete a Monthly Mileage form located on the company intranet. When completing this form, the employee must upload a detail mileage report of the previous month (*from the first to the last day of the month*). This report must be exported from MileIQ in PDF or Excel format.
- **Safety:** We require all employees to follow and obey the company's safety standards, policies, procedures, and applicable Federal, State and Local regulations regarding driving and the vehicle. Any violation is subject to discipline up to and including termination of employment.

Employees must maintain the vehicle in a good and safe operating order. At the expense of the employee, the vehicle must receive required maintenance in a timely manner and pass all applicable safety and emission testing required by law.

In the event of an accident while you are driving on company business, you should look to your own insurance to protect you and your vehicle. The employee bears the expense of any personal auto policy premiums and deductions. Employee should verify with their insurance agent that the auto liability insurance policy will be primary in an accident and will cover the company as an additional insured.

- **Motor Vehicle Reports:** A satisfactory completion of a Motor Vehicle Report will be required annually. Employees are required to sign an electronic consent form allowing the Company to check their Motor Vehicle Record at any time prior to or during their employment.
- **Insurance:** We require all employees who drive personal vehicles on company business to carry at a minimum: \$250,000 Combined Single Limits of liability per occurrence for bodily injury and property damage or split limit of liability insurance of 100,000/300,000 per occurrence for bodily injury and \$100,000 in property damage per occurrence. Employees must provide proof of a valid personal automobile insurance policy each time the policy renews. Please email it to [HR@whitewatercw.com](mailto:HR@whitewatercw.com).



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### ***No Reimbursable Expenses***

- Fuel
- Driving to and from lunch
- Running personal errands

I have read and understand the above policy as it relates to driving my personal vehicle for company business. For questions related this policy please contact the Human Resources department at [HR@whitewatercw.com](mailto:HR@whitewatercw.com).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# WW 2023 PAYROLL CALENDAR

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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30						

July						
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30	31					

October						
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29	30	31				

February						
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May						
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28	29	30	31			

August						
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November						
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March						
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June						
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September						
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December						
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24	25	26	27	28	29	30
31						

<b>Holidays (Closed)</b>	Jan 01: New Years Day	April 9: Easter	July 04: Independence Day
Monthly Mileage Payout	Nov 23: Thanksgiving	Dec 25: Christmas	