Policy: Travel Time / Mileage Reimbursement **Policy #: 6211.1**

Date Adopted: 01/20/2025

Date Revised:

Purpose

Typically, time spent by employees commuting to and from work is not regarded as work time and is not covered under this policy. Similarly, mileage incurred during commuting is also excluded. However, Southern Cascades Community Services District recognizes time spent traveling for work-related purposes during the workday as work time and compensates employees with travel pay and mileage reimbursement for such travel, as outlined in this policy.

Eligibility

Employees who are required to travel for work-related purposes are eligible for travel pay and mileage reimbursement under this policy.

Procedures

Employees required to travel for work-related purposes during the workday will be compensated at their designated rate of pay and reimbursed for mileage based on the current IRS mileage rate. All work-related travel and mileage reimbursement must receive prior approval from the employee's supervisor or manager.

Employees are responsible for recording work-related travel time and mileage expenses on their timesheets in accordance with the company's Timekeeping Policy.

Travel pay will apply in the following circumstances:

1. ***Travel to an alternative work location*.** If an employee is required to travel to a worksite other than their pre-designated work location, all time spent traveling from either the pre-designated work location or the employee's home (whichever is closer) to the alternative site, and back to their normal work location, is considered work time.

2. ***Extended travel*.** If an employee is required to travel out of town for work-related purposes, the time spent traveling to and from the out-of-town location, including all time spent as a passenger on an airplane, train, bus, taxicab or car, is considered work time; however, any time the employee spends engaged in personal activities (such as meal time, sleeping, sightseeing or watching television) will not count as work time. If the employee uses their personal vehicle for such travel, mileage reimbursement will be provided from the employees pre-designated work location or employees' home (whichever is closer) to the pre-defined destination of such travel.

Reimbursement will be issued with the employee's regular paycheck.

Employees with questions regarding travel pay should contact their manager or the human resource department.