

Company Travel

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General Travel Guidelines

General Travel with Employee Owned Vehicle

Travel Time & Pay Rules

- Employee time is paid after 30 minutes of travel
- Up to 30 minutes one-way = normal commute (non-paid)
- Applies primarily to construction job sites
- End-of-day:
 - <30 min commute: unpaid when leaving last job site
 - 30 min commute: paid time ends 30 minutes before arriving home

Mileage Reimbursement

- Mileage is paid after 30 miles (one-way)
- Reimbursed 0.45 cents/mile after 30 miles (one-way)
- Subject to company vehicle availability, group travel, or approved exceptions
- Home-to-office locations (Property Locations, Corporate Office, 301 Main, Warehouse) are not reimbursable
 - leasing staff using their personal vehicle to commute to multiple properties throughout their workday may be eligible for mileage reimbursement.

Extended Travel / Lodging

- If one-way travel exceeds 1.5 hours and assignment is multi-day, overnight lodging is required
- Lodging is determined by management
- Construction lodging arrangements are coordinated by management or construction office assistant

Administration

- Mileage and time are calculated using Paycom Expense



Travel w/ Company Owned Vehicles

Company Vehicles

Company vehicles are provided based on job responsibilities and operational needs
Vehicles are intended for business use only

Commuting & Payroll Deduction

- A \$3.00 per day commuting charge applies when an employee takes a company vehicle home (*does not apply to maintenance technicians*)
- Employees must notify Accounting directly if the vehicle is not used due to vacation, illness, bereavement, or other leave

Driver Requirements

- Employees must maintain a valid and appropriate driver's license for the vehicle they are operating

Safety & Incident Reporting

- Any damage, incident, or accident must be reported immediately to a manager
- An incident report must also be completed through the SCS Safety Portal

