

LOVE AT FIRST BITE



Catering

Policies / Procedures / Processes

Team relevance	All employees
Policy definition	Mileage reimbursement policy
Responsibility	Operations Manager
Date updated	8/22/2018
Policy	<p>Purpose</p> <p>To provide clarity regarding what work related mileage expenses are and when they will be offered. ..</p> <p>Eligibility</p> <p>This policy applies to all employees.</p> <p>Policy and Procedure</p> <p>Work-related mileage expenses are defined as mileage incurred in your private vehicle as a direct result of completing work specifically on behalf of Love at First Bite Catering. For example, sales meetings for sales staff. For Servers & Delivery staff, if we ask you to use your personal vehicle to drive directly to an event, you may be reimbursed for the miles traveled less the mileage that would be incurred for your commute from home to work and home again. If carpooling is made available to you, please take advantage of this option. Please note, if carpooling is available and you choose not to use it, mileage reimbursement is not offered for that event.</p> <p>Employees who incur work-related mileage expenses are required to submit those expenses for reimbursement pursuant to company practices, including the following:</p> <ol style="list-style-type: none">1. Employees must complete and submit the mileage reimbursement request form.2. Employees are expected to submit their reimbursement requests for approval as soon as practicable, no later than 30 days after the expense is incurred.

	Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement should immediately contact the Operations Manager.
Notes	