**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**MILEAGE REIMBURSEMENT, CHART DROP OFFS & SUPPLIES**

01122012

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Applies to: All Staff

All requests for reimbursement for mileage must be submitted to your direct supervisor within thirty (30) days of the day that you incurred the expense.

After preliminary approval by your supervisor, the request will be forwarded to administration for final approval.

Examples of mileage incurred on your personal vehicle that may be reimbursed by the Practice include, but are not limited to:

1.  Driving between offices during the day as per supervisory direction;

2.  Urgent delivery of supplies between offices or effecting a computer or other similar repair at another office than the one you first reported to on a particular day;

3.  Marketing or community outreach activities.

Examples of mileage incurred on your personal vehicle that will not be reimbursed by the Practice include, but are not limited to:

1.  Being assigned to work (the entire day) at an office other than the one you usually work at;

2.  Pick up or delivery of charts (there is a four dollar flat fee for this service).

Please note that reimbursement of mileage is at the discretion of administration and this policy may be modified or rescinded by administration at any time.

Honesty and accuracy in the filing of requests for reimbursement reports is an absolute expectation.  Filing of requests for reimbursement for mileage that did not take place will be considered an act of dishonesty and may result in disciplinary action. The Practice policy relating to reimbursing staff for approved mileage is as follows:

If a staff member is scheduled to work at one office in the am and after reporting to that office and clocking in they are directed to work at another office in the pm, the Practice, with administrative approval via signature, will reimburse the staff member at the rate of fifty and one half cents ($.505) per mile at the predetermined distance between the offices.  The distances are as follows:  Melbourne to Palm Bay: 7; Melbourne to Rockledge: 22.

If a staff member is delivering charts or other supplies, the rate for a one way trip, i.e. from Melbourne to Rockledge or Melbourne to Palm Bay is four dollars ($4).  This presumes a one way trip, i.e.  Melbourne to Rockledge at the end of the day and then home, or Melbourne to Palm Bay and then home.  If the trip is two way, i.e. Melbourne to Rockledge and then back to Melbourne, or Melbourne to Palm Bay and then back to Melbourne, the amount to be reimbursed would be eight dollars ($8).

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Authorized Signature/Date