

Oregon Family Support Network Policy

Policy Area:	Subject: Policy Manual
Title of Policy: Mileage Reimbursement Policy	Contract Area:
Effective Date: 11/07/2024	Number:
Approved Date: 03/16/2026 Revision Date: 02/26/2026	See Also:
Approved By: Strategic Leadership	

1. Rationale or Background to Policy:

Oregon Family Support Network (OFSN) reimburses employees for work-related travel using personal vehicles, following the policies below:

2. Policy:

2.1 Eligibility Guideline

All employees may request mileage reimbursement for travel directly related to official OFSN business. However, routine commuting from home to the primary work location is not eligible for reimbursement.

3. Reimbursement Rate

3.1 Mileage reimbursement is provided at the current IRS standard rate, which is updated annually and can be found at IRS Standard Mileage Rates website. This rate is inclusive of all vehicle-related expenses, including fuel, wear and tear, and insurance.

4. Documentation Requirements:

4.1 Paycom Expense Reimbursement

Employees must submit their mileage reimbursement into **Paycom Expenses** using **GL 8112 – Mileage for Contracts** within **two (2) weeks of occurrence** in order to be reimbursed.

Mileage reimbursement:

- Will be paid at the current IRS standard rate adopted by OFSN.
- Must reflect the most direct and reasonable travel route.
- Will only be reimbursed to the employee operating the vehicle when two or more OFSN employees travel together in the same vehicle.

4.2 Approval Process

Supervisors must review and approve all mileage reimbursement requests to ensure they meet OFSN policy requirements and are accurately documented. Payroll processor then reviews for accuracy and approves for payroll processing.

4.3 Non-Reimbursable Mileage

Travel unrelated to OFSN business, personal errands, and routine commuting from home to the employee's designated work location does not qualify for reimbursement.

5. Special Circumstances

5.1 In cases involving extensive travel or frequent trips, employees should consult with their supervisor to explore alternative travel arrangements or additional considerations.

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6. Calculation of Approved Mileage

6.1 Standard Calculation

Reimbursement is calculated based on the distance from the employee's designated base office to each approved stop. When business travel begins from the employee's residence, the distance between the home and base office is subtracted from the total mileage. Employees serving the entire state are exempt from this requirement (i.e., statewide trainers, Reach Out Oregon staff, PAT Educators etc.).

6.2 Example

If an employee's home is 10 miles from the base office, and the meeting location is 20 miles from home, the reimbursable mileage would be 10 miles (the difference between the home distance and the meeting location or base office, whichever is shorter).

6.3 Employees Without a Designated Office

Employees who do not have a designated OFSN office location will use their home as their home base office for purposes of mileage calculation. Reimbursement will be calculated based on the distance from the employee's home (serving as the base office) to each approved business destination.