



To: Personnel
From: Robert C. Gibbons
Date: June 24, 2010
Subject: **Mileage Reimbursement Policy**

Hart Mechanical Inc. is implementing a mileage reimbursement policy to cover hourly employees in their travels for the Company. Mileage reimbursement does not apply to employees driving company vehicles. Employees that have a company gas card are not eligible for mileage reimbursement.

Employees are responsible for mileage within their home state to any job site. If an employee is asked to travel outside of their home state the employee will be responsible for mileage for the first 90 miles one way or 180 miles round trip to a project location; any additional mileage driven to get to the site will be reimbursed by Hart. Mileage will be paid at a rate assigned by the Internal Revenue Service (IRS). The current rate is fifty cents per mile. This rate will change if the IRS changes their reimbursement rates.

The employee will be required to fill out a mileage reimbursement form (see attached sample), have it signed by a manager and returned to the office with their time card on a weekly basis for reimbursement the following week. The calculation for the mileage reimbursement will be completed by the payroll department. Please see attached calculation example. No mileage will be reimbursed until this form is returned to the office.

This form will be kept in your personnel file. If you have any questions please call the office.

Employee Signature

Date