



Travel Pay

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I. Purpose

This policy documents mileage reimbursement rates and guidelines around pay for work travel.

II. Definitions

Approved Site = Approved Home Office for Partial or Full-Time Telecommuters that are approved under the guidelines in the Telecommuter Policy, UCP Facilities, Client-Related Location (Day Program, School, Home, etc.)

UCP Office Based Staff = any employee whose primary work location is a UCP site

II. Mileage Reimbursement

The following policies apply to all UCP staff regardless of position. Please see additional position specific information later in this policy.

For all eligible mileage reimbursement (client and non-client), mileage is paid at a rate of .655 per mile.

Although an employee may choose any route they wish when traveling for work purpose, only the shortest reasonable route is eligible for mileage reimbursement as determined by Paylocity whenever possible. If unavailable staff should use Google Maps or equivalent directions. Employees should ensure they are claiming mileage for the shortest route (less normal commutes if applicable) on expense reimbursement forms.

Travel required between UCP sites and from UCP sites to other locations for work purposes is generally a reimbursable mileage expense.

Travel from UCP Site to UCP Site = mileage reimbursement for shortest route

Travel from UCP Site to Client or Client to UCP Site = mileage reimbursement for shortest route

Travel from UCP Site to Training Site or Training Site to UCP Site = mileage reimbursement for shortest route

Travel from Home to UCP and UCP to Home for Non-Telecommuters and Occasional Telecommuters = no mileage reimbursement

For UCP Office Based Staff and Occasional Telecommuters: Travel from Home to Client (Work Day Starts at Client Home) and Client to Home (Day Ends at the Client Home) = mileage is allowable for the shortest route from either home or office.

Any work-related travel that occurs with continuous work-related tasks and if from “approved site” to “approved site” is eligible for mileage reimbursement. Occasional telecommuters do not get mileage reimbursement from home to office or office to home.

In cases when an employee must travel to a training or non-UCP site, or a UCP site that is not their primary work location, before beginning their day, mileage may be submitted for the shorter of these two routes; mileage leaving from home or mileage from their primary UCP office location.

If an employee takes a break before, during or after their travel from office/client to client, mileage reimbursement is only applicable for approved travel and any excess mileage should be subtracted from any requests for reimbursement.

Example: Employee travels from Point A to Point B, equivalent to 55 miles of travel. Mileage is reimbursed at 55 miles. If employee takes a detour for personal reasons or stops for a rest/meal break, the employee must still only submit mileage reimbursement for 55 miles.

Partial Telecommuters:

Partial telecommuters who begin their workday at an off-site location (i.e. not at UCP or in their approved home office) are allowed to claim mileage for traveling from the location that is the shortest distance to their destination (either office to location, or home to location, whichever is less miles).

Mileage reimbursement is not allowable from the home-based offices to UCP offices for meetings or trainings or for returning to a home-based office from UCP unless face-to-face client services are performed at UCP locations and is the purpose for the travel.

Full Telecommuters:

For full telecommuters whom UCP has approved use of a home office as the employee's primary office location, mileage reimbursement is allowable for any travel from the employee's home office to client homes, with no minimum miles required.

For Full Telecommuter staff (those who work 100% from home other than client meetings and/or trainings), all travel to and from UCP sites and clients is generally a reimbursable mileage expense.

See Telecommuter Policy for more details.

III. Paid Travel Time for Hourly Staff

The following policies apply to all UCP hourly staff regardless of position. Please see additional position specific information later in this policy.

Travel required for UCP business purposes is generally paid time. Travel from client to client or approved site to approved site is paid time unless the employee performs non-work tasks (i.e. takes a break from working and does not travel directly from site to site.) Employees should be mindful to not include time spent on personal matters during such travel as part of paid worked time.

In general, travel to a UCP site or first client of the day and last client of the day or UCP site to home is not paid time.

For UCP Office Based Staff and Occasional Telecommuters: Travel from Home to Client (Work Day Starts at Client Home) and Client to Home (Day Ends at the Client Home) = mileage is allowable for the shortest route from either home or office.

Any work-related travel that occurs with continuous work-related tasks and is from "approved site" to "approved site" is eligible for paid travel time. Occasional telecommuters do not get paid travel time from home to office or office to home.

In situations that require extended travel for day trips (out-of-town trainings for example), UCP will pay employees for the travel time associated with those out-of-town trainings. For trainings or meetings that require overnight trips, UCP will follow IRS guidelines regarding pay for such trips. Please contact Human Resources for additional information.

If an employee takes a break before, during or after their travel from office/client to client, paid time is only applicable for the only approved paid time and any excess time should be subtracted from any requests for paid time.

Example: Employee travels from Point A to Point B, equivalent to one hour of travel. If employee takes a detour for personal reasons or stops for a rest/meal break, the employee must still only record worked time of one hour.

IV. Mileage Reimbursement and Pay Specifics by Program for Hourly Staff

Any program or department not identified below follows the general guidelines provided in II and III above.

HCT & RCS BHPs

a. Eligibility for Mileage Reimbursement when not Transporting a Client for Staff

Home to Office/Office to Home = no mileage reimbursement

Home/Office to Client/Client to Home/Office = Reimbursement for all miles

b. RCS Eligibility for Mileage Reimbursement when Transporting a Client

No more than 20 miles per week are allowable for client transport. Exceptions may be approved by RCS supervisors based on client needs and budget.

Waiver Homes

a. Eligibility for Mileage Reimbursement when not Transporting a Client for Office Based Staff

Although the organization attempts to limit the need for employee's to use their personal vehicle for work purposes in the homes, any travel performed in the employee's personal vehicle during a shift in order to complete assigned duties is considered eligible for mileage reimbursement.

See Sections II & III for general mileage and travel rules.

V. Supervisory Oversight

Supervisors are responsible for ensuring and approving the accuracy of timecards and expense reimbursements. Whenever possible, the map within Paylocity should be used to calculate mileage. Otherwise, Google Maps or an equivalent web mapping service should be used by employees and/or supervisors to verify and support the accurate documentation of actual mileage expenses, ensuring the shortest route is claimed for reimbursement.


Scott Tash, CEO


Date