

Lifesong Hospice and Palliative Care

Regulation(s): None
L-Tag(s): None

POLICY: Lifesong Hospice and Palliative Care provides mileage reimbursement to all employees for approved job-related travel in a non-company owned vehicle.

PROCEDURE:

Lifesong Hospice reimburses employees for all approved mileage per mile and IRS designated rates. The Company will reimburse for mileage based upon IRS regulations as follows:

- Mileage between your home and your first patient is not reimbursable
- Mileage between patient and patient is reimbursable
- Mileage between your last patient and home is not reimbursable.
- Mileage in between patients (free time) is not reimbursable.

If the Company allows reimbursement to an employee, which is prohibited by IRS regulations, we are obligated to include this reimbursement on your W2 as taxable income.

Required back up for all mileage reimbursement:

When submitting mileage for reimbursement you may be required to submit a MapQuest or similar search showing the full address of patient #1 to patient #2's full address. This should show total miles between the two patients, which will be the exact number of miles the Company will reimburse. Then patient #2 to patient #3's address with that total and so on.

This policy applies to all eligible Lifesong Hospice employees. Volunteers are not eligible for mileage reimbursement.

Created:	Reviewed:	Revised:	Effective:
3/19	3/19		4/2019
Reviewed	Reviewed	Reviewed	Reviewed