

**Sunbeam Community & Developmental Services**

Manual: Community Living Manual	Number: CL-fi-031
Issued by: Chief Operating Officer Category: Finance	Recent Review Date: November 27, 2020 November 27, 2020 Date First Issued: July 1, 2003 Last Publication Date: November 27, 2020 Pages: 1 of 1
Policy Name: Travel Reimbursement	

~~Group Home vehicles are used for travel. When this is not possible, a personal vehicle may be used for Community Living business. A personal vehicle may be used only if the vehicle carries a minimum of \$1,000,000. of liability insurance. Mileage is paid at an established rate, providing prior authorization has been obtained.~~

To obtain reimbursement, staff shall use the Mileage & Expense Record form that is maintained in the Policy section of the agency Documents Portal. Mileage requests should be submitted to the Accounts Payable Clerk by the 25<sup>th</sup> day of each month.