

Forest Lake Hockey Association Travel Reimbursement Policy

From time to time, employees of Forest Lake Hockey Association (“FLHA”) may be required to use a personal vehicle for approved business travel. Employees will be reimbursed for qualifying expenses related to work travel.

Reimbursable Expenses

Travel by personal vehicle will be reimbursed at the federal standard mileage rate for businesses. All employees who travel using a personal vehicle must have a good driving record and must possess adequate insurance coverage. Travel expenses must be approved in advance and must be properly documented to receive reimbursement.

Determining Mileage

- When traveling from the employee’s normal work location and then returning to the same normal work location, the mileage allowance is the actual miles traveled.
- When traveling from an employee’s residence to a work site, then to the normal work location, mileage is calculated as the excess of those miles for which the employee normally would have driven from the residence to the normal work location. (e.g., An employee’s typical commute to their normal work location is 15 miles, but due to a stop at a work site, the employee drove 25 miles total. The employee is entitled to reimbursement for 10 miles.)
- When traveling from the residence to a work site that is not the employee’s normal work location, and then returning to the residence, mileage is calculated in excess of those miles for which the employee normally would have driven from the residence to their normal work location and back to their residence. (e.g., An employee’s typical one-way commute to their normal work location is 15 miles. The employee attends a meeting and drives 100 miles round trip. The employee is entitled to reimbursement for 70 miles.)

Requesting Reimbursement

All mileage reimbursement requests must be made in writing, via email to the Gambling Manager. The Gambling Manager should submit mileage reimbursement requests to the President of FLHA’s Board of Directors. The request must include the date of travel, the reason for travel, and the mileage reimbursement amount requested. Mileage reimbursement requests should be submitted monthly by the tenth (10th) day of the following month in which reimbursable expenses were incurred. Reimbursement will be included in the employees’ next paycheck, whenever practicable, but no later than the last business day of the month in which the request was submitted.

No Tax Advice

FLHA does not provide tax advice. Employees are encouraged to consult with their personal tax advisor regarding the reporting, recordkeeping, and treatment of mileage reimbursement.

Compliance

Employees are responsible for ensuring that reimbursement requests are complete, accurate, and submitted in accordance with this policy. Submission of false, misleading, or inaccurate reimbursement requests may result in denial of reimbursement and disciplinary action, up to and including termination of employment.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

Acknowledgment

My signature below acknowledges that I have received a copy of Forest Lake Hockey Association's Travel Reimbursement Policy. I agree to read, understand, and adhere to this policy and acknowledge that FLHA may modify or terminate this Travel Reimbursement Policy at any time to the extent modification or termination aligns with statutory requirement. I also understand that if I have questions regarding the contents of this policy, I should ask my supervisor, the Gambling Manager, or the Board President for clarification.

Signature: _____

Printed Name: _____

Date: _____