



Travel Time, Mileage & Toll Reimbursement Policy

Purpose/Objective

Future In Sight (FIS) offers employees reimbursement for all necessary work-related travel beyond commuting and addresses allowable wages paid for work-related travel time.

Eligibility

This policy applies to all employees.

Travel Time

When traveling for FIS business, the first and last destination of the day determines paid travel time. Paid travel time is the travel time required to deliver FIS services that exceeds your commute time or 30 minutes, whichever is greater, for the first and last destination. Note: Travel time recorded in Salesforce should NOT include commuting time. See examples in 1A.

Covered Mileage

Mileage reimbursement will be based on your assigned principal place of work. This reimbursement rate is set yearly, currently at the mileage rate of \$0.70/per mile.

- If your principal place of work is FIS, then commuting is considered miles from/to FIS from Employee home. When travel originates from a location other than FIS, commuting miles are to be deducted from the first and last travel destination for purposes of reimbursement.
- If your principal place of work is Employee Home, then all mileage from/to the work-related destination is reimbursable.

Tolls

Tolls are reimbursed at the EZ Pass rate for work-related travel.

Procedures

Employees who incur work-related mileage & tolls are required to submit those expenses for reimbursement in accordance with this policy as follows:

- Employees traveling under a Service Authorization must enter mileage in accordance with this policy in a Service Data record under the appropriate Authorization in Salesforce. Employees are expected to enter data accurately and no later than the end of the day in which travel occurred.
- Employees traveling outside of a Service Authorization must have pre-approval of travel from their supervisor and submit mileage on a Future In Sight Expense Reimbursement form located on [S:\Public\Business Office Forms\Expense Report 20XX](#). Employees are expected to submit reimbursement requests to their supervisor for approval, no later than the 5th day of the following month that the travel was incurred.



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Employees entering data into Salesforce are expected to regularly check entries for accuracy. If an employee believes that the amount reimbursed does not represent a complete reimbursement, they should immediately contact the Business Office.

1A.

Examples of Employee assigned with Home Office:

- Employee leaves home to see a client or other FIS business, total travel time is 45 minutes – 30 minutes of travel is considered commuting time, FIS pays employee 15 minutes of travel time. **Salesforce travel time recorded should be .25.**
- Employee leaves home to see a client or other FIS business, total travel time is 15 minutes – 15 minutes of travel is considered commuting time, FIS does not pay employee for travel time. **Salesforce travel time should be 0.**

Examples of Employee assigned with FIS Office:

- Employee leaves FIS to see a client or for other FIS business, total travel time is 45 minutes. Since Employee is leaving and returning to FIS (assigned office), FIS pays employee 45 minutes of travel time. **Salesforce travel time recorded .75.**
- Employee does not commute to the office but leaves home to travel for FIS business at another location, total travel time is 45 minutes – 30 minutes of travel is considered commuting time, FIS pays employee 15 minutes of travel time. **Salesforce travel time recorded .25**
- Employee does not commute to the office but leaves home to travel for FIS business at another location, total travel time is 60 minutes – 30 minutes of travel is considered commuting time, FIS pays employee 30 minutes of travel time. **Salesforce travel time recorded .50**
- Employee's commute to FIS is 45 minutes. Employee does not commute to the office but leaves home to travel for FIS business at another location, total travel time is 45 minutes – 45 minutes of travel is considered commuting time, FIS does not pay for travel time. **Salesforce travel time recorded 0.**

Approval Entity	Approval Date	Effective Date	Purpose
Management Team	3/16/2021	3/1/2021	Policy Revision
Management Team	8/28/2025	9/1/2025	Policy Revision