

# **EVRPOA Policy #01-2012: Reimbursement For Mileage**

ELK VALLEY RANCH PROPERTY OWNER'S ASSOCIATION

Board of Directors

## **Policy # 01-2012**

### **Subject: Reimbursement for Mileage**

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The purpose of this policy is to provide guidance to the Elk Valley Ranch Property Owner's Association's Board of Directors. The Board passed a motion at the July 7, 2012, Board meeting that mileage reimbursement would be approved for members of the EVR Road Committee who must do periodic surveys of the EVR road system and must oversee regular maintenance of the roads and any needed repairs or upgrades. It was also agreed that mileage reimbursement would be approved for Board members attendance at Board of Director meetings.

Therefore the following is guidance and a statement of limits regarding how the Board Treasurer will implement such reimbursement.

1. Mileage reimbursement will not be authorized for attendance at the annual POA meeting.
2. This policy only pertains to automotive mileage by private vehicles, not public transportation of any sort.
3. The mileage is to be calculated roundtrip from the EVR lot/parcel owned by the individual who is submitting a claim for reimbursement.
4. Routine road survey by the road committee will only be reimbursable to one member of the road committee for each survey done.
5. Routine road survey shall only be reimbursable on a quarterly basis.
6. Unscheduled, or urgent, road surveys can be done on an as-needed basis based on weather issues, or notification by a member about a particular road problem. These incidents must be documented as to a specific issue, i.e. cause (weather, personal notification of a problem, etc.).
7. Oversight of road work by a contractor will be documented and reference made to the contract for which the work was performed.
8. No mileage will be reimbursed in advance.
9. In order for EVR Mileage Policy to meet current government standard auditing practices, the individual who submits request for mileage must list the starting and ending odometer readings for the vehicle used.
10. Mileage will be paid at the then-current Federal Government rate.

Accepted:

Date: October 29, 2012 By: James V. Smith

Secretary, EVR POA Board of Directors