



YES FOR EARLY SUCCESS COOPERATIVE

Mileage Reimbursement Plan

PURPOSE: The Mileage Reimbursement Plan is designed to compensate staff for travel expenses incurred while performing duties that align with the vision and mission of YES FOR EARLY SUCCESS. This includes travel to subcontractors' sites, family home visits, and parent engagement activities. The plan ensures that travel reimbursement complies with the IRS mileage reimbursement rate and DCYF regulations, fostering equitable compensation for work-related travel while supporting the operational goals of YES.

VISION AND MISSION ALIGNMENT

YES FOR EARLY SUCCESS is committed to empowering marginalized early learning programs and communities across Washington State by enhancing access to high-quality early childhood education and fostering family engagement. This mileage reimbursement plan reflects that commitment, ensuring that staff can fulfill their responsibilities effectively while adhering to financial policies without incurring personal expenses.

PEX STAFF EXPENSE CARD

- Each staff member will be issued a PEX Staff Expense Card to cover travel and related expenses.
- Staff will be trained on the travel policy by the CFO and/or COO to ensure compliance with DCYF regulations, IRS standards, and YES's financial guidelines.
- Staff must upload all travel-related receipts to their PEX card account to maintain accurate and transparent records of their expenses.
- No pre-approval is required for travel, as YES FOR EARLY SUCCESS operates as a statewide contract. Staff are expected to work autonomously while maintaining full accountability for their travel activities.

CLOCKIFY ACCOUNT USAGE

- All staff are required to track their travel time and mileage through their individual Clockify account.
- Mileage and travel data should be entered promptly after completing each trip.
- This data will be cross-referenced with the information submitted through the PEX system to ensure consistency and compliance.

REIMBURSEMENT RATE

- The mileage reimbursement rate is aligned with the IRS standard mileage rate. As of 2024, the IRS mileage reimbursement rate is \$0.655 per mile.
- This rate covers fuel, vehicle wear and tear, insurance, and other related travel expenses.

MILEAGE LOG SUBMISSION

- Staff must submit a monthly mileage log detailing all work-related travel for the month.
- The log must cover travel from the 1st to the last day of each month (e.g., travel from September 1 to September 30).
- The mileage log is due by the 5th of the following month (e.g., the September log is due by October 5th).
- Mileage logs will be reviewed by the YES finance team, and reimbursement will be processed after approval.



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REIMBURSEMENT PROCEDURES

1. TRACKING MILEAGE:

- Staff must track and document their mileage using their PEX card and Clockify account.
- The mileage log should include date of travel, starting point, destination, total miles traveled, and purpose of the trip.
- Travel should be calculated from the staff member's official work location to the designated site and back, or between work-related destinations.

2. UPLOADING RECEIPTS:

- All receipts for expenses such as tolls, parking, and other travel-related costs must be uploaded to the staff member's PEX account immediately after the trip.

3. SUBMISSION FOR REIMBURSEMENT:

- Mileage logs will be automatically integrated through Clockify and reviewed monthly by the YES Administrative team.
- The finance team will cross-check all PEX card receipts and Clockify data to ensure accuracy and process reimbursement promptly.

TRAVEL GUIDELINES AND EXPECTATIONS

- Staff are encouraged to work autonomously but must remain transparent and accountable for all work-related travel.
- To maintain fiscal responsibility, staff should carpool when possible or opt for the most cost-effective travel option when traveling with other team members.
- Travel to subcontractors' sites, family visits, and community engagements should align with YES's mission of supporting early childhood education and family empowerment.

TRAINING AND COMPLIANCE

- The CFO and/or COO will provide regular training on travel policies to ensure all staff comply with DCYF and IRS regulations, with the support of the YES Administrative team.
- Staff must adhere to all policies and upload receipts, mileage logs, and travel data as outlined, ensuring full transparency in financial reporting.
- Any discrepancies in mileage logs or PEX card receipts will be addressed by the finance team, and staff will be responsible for rectifying any errors or missing documentation.

By implementing this plan, YES FOR EARLY SUCCESS empowers its staff to work independently while ensuring fiscal accountability and compliance with regulatory standards. The addition of the monthly mileage log submission further ensures operational efficiency and transparency, promoting the organization's commitment to accountability while fulfilling its mission across Washington State.

Staff Signature: _____

Date: _____