

HEAD START of LANE COUNTY

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"Ensuring that our youngest children have a solid foundation for life."

AGENCY DIRECTIVE

ADPY13.14.0001

SUBJECT: Mileage Reimbursement/Driver Certification

DATE: September 26, 2013

Staff is required to have documentation of auto insurance and a valid driver's license on file with Human Resources in order to receive mileage reimbursement from HSOLC.

As of October 3, 2013, staff that does not have up to date documentation will not be able to enter mileage reimbursement into the EWS system. Paper records should be kept until documentation has been brought up to date and access to mileage reimbursement has been reinstated. At that time requests for mileage reimbursement during the prior period can be entered and approved.

No mileage reimbursement payments will be made more than 30 days in arrears.