



## POLICY

### Transport Vehicle Reimbursement Payment

In order for Pathways to reimburse volunteers who perform transports for Pathways, the following shall be the board policy:

- **Pathways shall reimbursement transporters who use their personal vehicle at the rate of \$0.21 per mile.**

This figure is based on the current transport statistic costs for the Pathways President's vehicle which has historically been used for transports.

The reimbursement figure is 1/2 the calculated average cost so that Pathway's finances will hopefully not be affected too much.

This reimbursement should help defray the transporter's vehicle gas and standard periodic maintenance costs (e.g., oil changes, brakes, tires, etc...).

The average cost per mile figure may be adjusted as needed by revising this policy.

- Reimbursement is based on the following criteria:

- Provide transporters with a fair payment to compensate them for the use of their personal vehicle during transports
- Don't diminish the Pathways bank balance
- Pathways President (Susan Kinzie) introduced this topic to Pathways members in an August 21, 2014 email which stated:

*"Cochiti Pueblo has enacted a new animal ordinance which provides for a strict spay and neuter policy. The local rescue, Desert Paws, will be working with the pueblo to help residents with their pets. We [Pathways] will be working with them to provide among other things, transport services. Since this year we are getting a quarterly payment of \$387[\*], I would like to begin taking a monthly payment of \$50 for transport expenses."*

- \* This donation is from US Federal employees from the Animal Welfare Fund (AWF) Combined Federal Campaign (CFC).

- Reimbursements shall become effective once the Pathways Board approves this policy.
- Reimbursements shall not be retroactive.
- The average cost per mile figure is based an average fee of \$0.42 per mile that was calculated using President Susan Kinzie's vehicle which has been used for Pathways' transports. This vehicle is a Hyundai Santa Fe 2006 SUV. Vehicle's Miles per Gallon (MPG) is around 18.



See page 3 for a photo of this transport vehicle.

- From January 1, 2013 to the September 30, 2014 this vehicle's statistics were:

No. transports:	21	
Total transport miles:	3,762	
Vehicle miles per gallon (MPG):	18	
Maintenance total cost:	\$849	
No. gallons gasoline:	209	(3,762 miles / 18 miles per gallon)
Average cost of gasoline gallon:	\$3.43	(average price for southwest in 2013)
Total gas cost:	\$717	(209 gallons x \$3.43 per gallon)
Total service + gas cost:	\$1,566	(\$849 service + \$717 gas)
Average cost per mile:	\$0.42	(\$1,566 service+gas / 3,762 total miles)

- On a monthly basis whenever transports are performed, transporter may provide a Transport Vehicle Reimbursement Request. Request's purpose is to document the transports performed by the transporter's vehicle which will include the number of transports, transport destinations, transport miles.

See page 4 for the Transport Vehicle Reimbursement Request.

- Transporters wishing to be reimbursed for their transports shall submit a reimbursement Transport Vehicle Reimbursement Request to the Pathways President.
- Pathways board shall review all transport reimbursement request forms and vote to approve or disapprove all reimbursement payments at each board meeting.
- Once the Pathways board approves a reimbursement request, then the transporter shall be paid from Pathways funds.
- As an example of the reimbursement amounts that could be paid, if the 21 transports listed above were reimbursed at \$0.21 per mile, then the transporter would receive an average of around \$38 per transport.

This is based on the following:

- Each transport has an average of 179 miles (3,762 miles / 21 transports)
- 179 miles x \$0.21 = \$37.59

This policy was approved by the Pathways of Healing board on the following meeting date:

**NOVEMBER 8, 2014**



Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

[www.PathwaysOfHealingNM.org](http://www.PathwaysOfHealingNM.org)

---

**Transport vehicle photo -- August 20, 2014**





## Transport Reimbursement Request Form

### TRANSPORT VEHICLE REIMBURSEMENT REQUEST

#### TRANSPORT REIMBURSEMENT REQUEST AMOUNT

Request Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Transport total miles: \_\_\_\_\_

Reimbursement per mileage amount: \$ 0.21 (see transport reimbursement policy)

**Reimbursement amount: \$** \_\_\_\_\_

#### TRANSPORT DETAILS

DATE	MILES	DESTINATION

TOTAL MILES \_\_\_\_\_

**BOARD APPROVAL**      ☐ **APPROVED**      ☐ **NOT APPROVED**

Board Member: \_\_\_\_\_

Printed Name

Signature

Member Position:      ☐ President      ☐ Vice-President      ☐ Treasurer

Date: \_\_\_\_\_ Disapproval Reason: \_\_\_\_\_

**REQUEST NUMBER (Format YYYY-N, e.g. "2014-1"):** \_\_\_\_\_