

# Gathering Waters Travel Policies

## Excerpts from Employee Handbook

### 613 Use of Your Personal Vehicle

When pre-approved, when using your personal vehicle for Gathering Waters business you will be reimbursed at the rate set by Gathering Waters multiplied by the actual miles driven. This is the total compensation for the use of your vehicle including gas, wear and tear and insurance costs.

### 614 Driving Students

Employees who transport students in their own vehicle during school hours (for trips, from one campus to another, etc.) must provide the Office Coordinator with proof of automobile insurance and a valid driver's license. Proof of insurance is required because anyone transporting students in their own vehicle must have uninsured motorist coverage. This coverage is not provided by the school's automobile policy that covers borrowed and hired vehicles.

### 615 Business Travel and Expense Reimbursement

Gathering Waters will reimburse employees for pre-approved business travel expenses incurred. All business travel expenses should be submitted on the appropriate expense report. Receipts to support all expenses incurred should be attached. Gathering Waters reimburses employees for programmatic expenses that are approved as part of the school's annual budgeting process. Receipts and requests for reimbursements must be submitted to the business office within 90 days of incurred expense. Requests received after that period will not be reimbursed. Requests must also be submitted during the fiscal year in which they are incurred (ending June 30).

### 709 Driving While on Company Business

In order to comply with our insurance standards and maintain best practices, all school personnel serving as drivers will be required to furnish a copy of a valid driver's license, a copy of insurance for vehicle to be used, and a copy of the vehicle registration. The vehicle must have a current inspection sticker and be in good working order

Each driver will provide the documents prior to the trip and a copy will be made by the school. Each driver understands they will follow all applicable traffic laws. This includes no cell phone use or texting while driving, no medication or consumption of any item that may cause impairment while driving.