



The Eagle Makers
Troop 147



Parent Committee Policy

Policy: Troop 147 mileage reimbursement

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1 POLICY PURPOSE

Transportation is a significant aspect of supporting Troop outings. Transportation needs can range from shuttling participants across town, to hundreds of miles throughout the state, to thousands of miles across the country in support of an annual High Adventure outing.

The purpose of this policy is to define the details of how fees are assessed to outing participants, and how mileage reimbursement is to be paid to the volunteer drivers that transport scouts.

2 POLICY OBJECTIVES

- A primary objective of this policy is to keep it simple to administer – and avoid administrative burden on the Event Coordinators. One way of doing this is by establishing a minimum threshold distance from the Troop's gathering point to the destination point that will need to be exceeded before assessing a transportation fee to an outing.

The minimum threshold established will be **40 miles one way** from the Troop's gathering point to the destination. This means that trips to Gerber Scout Reservation will qualify for a transportation assessment since it is 52 miles one way from the First Presbyterian Church in Holland.

- The reimbursement policy is intended to off-set the costs incurred by drivers that volunteer to transport outing participants. **It is not intended to fully reimburse drivers for all fuel and maintenance expenses incurred.** *All volunteer drivers will have the option to waive expense reimbursement from the Troop in order that they may submit actual gas and oil expenses incurred on their yearly Income Tax Returns as allowed by the IRS.*
- The reimbursement policy is also designed to equalize transportation fees across troop families and participants regardless of driver volunteering. *The Troop encourages all families to volunteer to drive at least one time throughout the program year.*

3 POLICY DETAILS

1. **The Troop will reimburse drivers at 20 cents per mile** for all Troop and Patrol outings that are located **40 miles (or more, one way) from First Presbyterian Church in Holland.**
2. **Volunteer drivers will not be assessed an outings transportation fee.** The reimbursement received from the Troop for an outing will not fully cover expenses incurred for gas, oil and vehicle maintenance, therefore, no transportation fee is assessed.
3. **All scouts and all adult participants that are not driving** (hereafter referred to as "riders") **will be assessed the transportation fee set for the outing.** Drivers own scout(s) will be assessed the fee due to the fact that the total number of participants requiring transportation determine the total number of vehicles necessary. The total participants number is used to determine the total fees needed in order to reimburse the volunteer drivers.
4. **Rider Assessment Fee Formula**

In order to reimburse a volunteer driver at 20 cents per mile, the following formula is used to establish the per mileage rate assessed to each rider in the vehicle. The following formula is based on the premise that the average vehicle will transport one driver and four riders. **Since the driver will not be assessed a transportation fee, the calculation is based on the assessment of the four riders only.**

$$(\text{Mileage rate} / 4 \text{ riders}) = (20 \text{ cents} / 4 \text{ riders}) = 5 \text{ cents per mile, per rider}$$

The above formula is not specifically used by the Event Coordinator. It merely defines how the 5 cents per mile Rider Assessment Fee has been established.

The formula and the **5 cents per mile, per rider** are set by the Troop Parent Committee and are not subject to change by an Event Coordinator.

5. Outing Transportation Fee Assessment Formula (without Troop Trailer)

The Event Coordinator will determine the trips mileage using Yahoo.com/maps or Mapquest.com. The distance calculated by the mapping programs from the gathering point of First Presbyterian Church, 659 State Street, Holland, MI 49423 and the destination point supplied by the Event Coordinator will be the mileage used for the calculation of the transportation fee assessment, subject to the 40 mile one way minimum requirement.

(Round trip mileage x 5 cents per mile) = \$ fee for each rider

Example: Outing to Gerber Scout Reservation (104 miles round trip)

(104 total miles x 5 cents per mile) = \$5.20 fee for each rider

The above formula is used by the Event Coordinator when the unit **does not** require a volunteer to tow the Troop Trailer to and from the outing destination point.

6. Outing Transportation Fee Assessment Formula (with Troop Trailer)

The Troop recognizes an additional burden is placed on the volunteer driver towing the troop trailer – in gas and maintenance costs. **Therefore, any volunteer driver pulling the Troop Trailer will receive twice the mileage rate. (i.e., 40 cents/mile).**

In order to cover the additional fee required to pay the volunteer driver for towing the Troop Trailer, the Rider Assessment value for the outing is increased to 5.75 cents per mile. The Outing Transportation Fee Assessment formula remains the same using the new 5.75 cents per mile value, and the Volunteer Driver Reimbursement Formula also remains the same with the exception that the volunteer driver pulling the Troop Trailer receives two times the normal reimbursement. This additional 0.75 cents per mile collected from each rider covers the additional cost of paying for the Troop Trailer to be towed to and from the outings destination point.

(Round trip mileage x 5.75 cents per mile) = \$ fee for each rider

Example: Outing to Gerber Scout Reservation (104 miles round trip).

(104 total miles x 5.75 cents per mile) = \$5.98 fee for each rider

The above formula is used by the Event Coordinator when the unit **does** require a volunteer to tow the Troop Trailer to and from the outing destination point.

7. Volunteer Driver Reimbursement Formula

The Event Coordinator will use the same round trip mileage value that was established to calculate the Outing Transportation Fee to calculate the Volunteer Driver Reimbursement. The formula simply uses the previously established 20 cents per mile reimbursement rate, times the total round trip miles travelled. This dollar amount is paid to each volunteer driver regardless of the total number of actual riders transported in their vehicle.

(Round trip mileage x 20 cents per mile) = \$ paid to each driver

Example: Outing to Gerber Scout Reservation (104 miles round trip)

(104 total miles x 20 cents per mile) = \$20.80 paid to each driver

Continuing with our Gerber Scout trip example,

In this example, we now have five drivers with one pulling the trailer.

Example of 21 riders for an event: 21 riders + troop trailer = 6 drivers (5+ double for pulling the trailer). Pay each driver 104 miles x \$0.20 = \$20.80

21 Riders x \$5.98 each rider contributed = \$125.58 collected.
We would pay out \$124.80 (6 drivers x \$20.80)

We would then have \$0.78 left over to put in our troop account and the driver who pulls the trailer receives double reimbursement for doing so.

8. It is not the intention of the Troop to generate income from the transportation fees assessed to riders for Troop outings. The formulas defined above are intended to collect what is needed to reimburse the volunteer drivers as outlined by this policy. However, this is not a perfect plan and there will be times where the Troop retains a small surplus, or conversely may fall short of collecting all that is required and will need to subsidize a small portion of the reimbursements for any given outing. A small surplus will not be reimbursed to participating riders nor will any shortfall be sought from participating riders after reimbursements to volunteer drivers are paid.
9. It is occasionally necessary to utilize one way, and two way drivers. As an example, summer camp routinely requires more vehicles for transportation of participants than the adults attending camp. Non-attending drivers need to make one or two round trips. Supposing that both round trips are made in order to drive troop scouts (i.e., not just that family's son), and / or Troop equipment, cargo or other materials, both round trips will be reimbursed by the Troop at the 20 cent per mile rate. Example: If a family drives four scouts to summer camp and then returns home and then drives back to summer camp to pick up four scouts and drives them home, that family would receive reimbursement of the 104 mile round trip, twice. Likewise if a family drives four scouts to summer camp and then returns home, but can not assist with the Troops return transportation needs they will receive reimbursement for the one 104 mile round trip made on behalf of the Troop. *If an outing requires several volunteer drivers to make two trips as described above, the Troop will subsidize the fees necessary to cover all of the reimbursements to volunteer drivers since attempting to modify the Outing Transportation Fee to cover these additional reimbursement amounts would add unreasonable burden to the Event Coordinator.*
10. It is occasionally necessary for a family to drive their own scout **one way**, either to, or from an outing destination point. The Troop will not reimburse the family for any portion of their transportation costs, and their scout will be assessed the full transportation fee set for the outing because a seat was required to transport the scout one way. This spot will have determined the total number of vehicles necessary to support the outing even though his seat would theoretically be empty in one direction. *Again, this would add unreasonable burden to the Event Coordinator.*
11. It is occasionally necessary for a family to **drive their own scout** to and from and outing destination point. If a family drives to and from the outing destination point and does not transport any other scouts, the Troop will not reimburse the family for any portion of their transportation costs. However, the scout will not be assessed the Outing Transportation fee for the event.

12. Because there are several variables associated with administration of this mileage reimbursement policy, it may occasionally be necessary for the Troop to resolve a dispute with a parent/driver, and to that end the Troop Treasurer is hereby designated to be the official arbiter of reimbursement disputes, with the Troop Committee Chair having authority to override a decision levied by the designated arbiter.
13. The Troop will evaluate long distance trips across multiple states on a case by case basis to determine the best option for reimbursing transportation costs. These options may include paying drivers directly for gas and oil, subsidizing the costs completely, or any number of combinations in between. The Event Coordinator, the Committee Chair, and the Treasurer will develop these recommendations.

14. Simple Summary

- No mileage assessment is added to the outing unless the distance one way exceeds 40 miles
- Each volunteer driver will be reimbursed at 20 cents per mile, round trip
- All other “Riders” scouts and adults will pay the Outing Assessment Fee for the event
 - Event Coordinators determine the Outing Assessment Fee using the round trip miles times the “Rider” fee
 - Event Coordinators use 5 cents per mile **without** Troop Trailer
 - or
 - Event Coordinators use 5.75 cents per mile **with** Troop Trailer and reimbursement for the driver with the trailer in tow is **twice** the mileage reimbursement
- If a surplus exists after reimbursements are made to volunteer drivers the Troop will not make additional payouts
- If the Troop requires that a volunteer driver make two round trips for an outing to transport riders, that driver will receive reimbursement for both trips.
- If a scout travels with the Troop one way, and with his family the other way, the scout will be charged the entire transportation fee. Also, the scouts family will not be reimbursed for any expenses
- If a scout travels both ways with his family and without transporting any other participants, the scouts family will not pay the transportation fee and will not be reimbursed for any expenses

15. Calculation Examples for Event Coordinators

- **Event where the Troop Trailer is not required:**

Troop outing is 400 miles round-trip, so the Coordinator calculates $\$.05 \times 400$ miles to determine the amount to collect from every passenger (never the driver).

400 miles
x.05

\$20.00 /person collected

Troop will reimburse each driver \$.20/mile for the 400 miles round trip = \$80.00 to each driver.

Example of 21 riders for an event: 21 Riders x \$20.00 = \$420.00 collected. We would need 5 cars (drivers), therefore, we would pay out \$400.00 (5 X \$80.00)

We would then have \$20 left over to put in our troop account.

- **Event where the Troop Trailer is required:**

Troop outing is 400 miles round-trip, so the Coordinator calculates $\$.0575 \times 400$ miles to determine the amount to collect from every passenger.

400 miles
x.0575
\$23.00/ per passenger collected

Troop will reimburse each driver \$.20/mile for the 400 miles = \$80.00 to each driver

Example of 21 riders for an event: 21 riders + troop trailer = 6 drivers (5+ double for pulling the trailer)

21 Riders x \$23.00 = \$483.00 collected.
We would pay out \$480 (6 x \$80.00) to the drivers

We would then have \$3 left over to put in our troop account and the driver who pulls the trailer receives double reimbursement for doing so.