

MILEAGE REIMBURSEMENT GUIDELINES

The Mileage Reimbursement Guidelines of One Power Company (“One Power”) will apply to all current and future employees of One Power (including interns and part-time employees) seeking reimbursement for business-related use of a personal vehicle.

Definitions

“**Home Office Affidavit**” means an affidavit signed by a Remote Employee in the form attached to these guidelines.

“**One Power Office**” means either the headquarters located at 12385 Twp Rd 215, Findlay, OH 45840, the Cincinnati office located at 9050 Centre Pointe Drive, West Chester, OH 45069 or any physical commercial building where one or more employees of One Power regularly report for work.

“**Qualified Home Office**” means the home office of an Employee who has completed a Home Office Affidavit.

“**Remote Employee**” means an employee of One Power whose home is the employee’s principal place of work as mutually determined by the employee and the employee’s Department Head, and who receives written notice from their Department Head that the employee is considered a Remote Employee.

Policy

Mileage reimbursement will be provided as follows for business related travel in an employee’s personal vehicle. Any such mileage reimbursement will be based on the federal IRS approved standard mileage rates.

- 1. Business related travel that does not involve transportation from an employee’s home to a One Power Office (e.g. visiting a project site or customer, attending an in-person business meeting)**

The reimbursement will be treated as non-taxable to the One Power employee as long as the process in these guidelines is followed.

- 2. Remote Employee’s transportation to a One Power Office from a Qualified Home Office.**

The reimbursement will be treated as non-taxable if the Remote Employee: (i) receives written notice from the employee’s Department Head that the employee is a Remote Employee (e.g. in an employment offer letter or e-mail); (ii) the employee signs a Home Office Affidavit and returns it to their Department Head; and (iii) the home office, as determined by the Department Head, is necessary for the functioning of One Power’s business and for the employee’s performance of his or her duties.

- 3. Remote Employee’s transportation to a One Power Office from home when there is not a Qualified Home Office.**

The amount of the reimbursement will be treated as taxable income to the One Power employee and appear on the employee’s W-2.

- 4. Non-Remote Employee’s transportation from home to a One Power Office.**

These daily transportation expenses will not be reimbursed.

5. Non-Remote Employee's transportation from a One Power Office to another One Power Office and vice versa.

These transportation expenses will be reimbursed. By way of example, if your primary office location is the Cincinnati office and you travel to the headquarters in Findlay to work, mileage reimbursement will be provided.

Process for Reimbursement

All mileage reimbursement requests will be processed through written expense reports submitted to the One Power Accounting Department and signed by the employee's Department Head. Such expense reports must identify the relevant travel date(s), a basic description of the travel that occurred, starting and ending point, mileage, and total amount of the reimbursement request. The business use must be specific enough that someone else can understand it.

A mileage reimbursement request must be made no later than 60 days after the date of travel. Late reimbursement requests (with supporting documentation describing the reason for the late request) may only be reimbursed with the approval of the employee's Department Head. Expense reimbursements requested more than 60 days from the date of travel will not be reimbursed. Employees should be mindful of One Power's January 1 through December 31 fiscal year, as all expenses must be reported prior to year-end to ensure that the expense is appropriately accounted for.

Scope of Reimbursement

Mileage reimbursement covers fuel, maintenance/repairs, insurance, transportation and operating costs, so these will not be reimbursed separately. An employee also will not be reimbursed for the cost of vehicle purchase or lease, costs of vehicle repairs, or fines/costs associated with parking tickets or tickets for moving violations.

Refunds of Excess Payments

An employee shall refund One Power for any excess mileage reimbursement amount within 120 days from the date of incurring or paying the expense.

Effective Date

The effective date is January 1, 2024 for these guidelines. These guidelines replace all current and former Company mileage reimbursement guidelines.

Home Office Affidavit Template

STATE OF OHIO :
 : SS
COUNTY OF _____:

_____, affiant, after first being duly sworn according to law, states the following to be true according to personal knowledge of the matters set forth herein:

1. I am an employee of One Power Company
2. My home address is _____, and I have an office in my home (the "Home Office").
3. My Home Office is my principal place of work, and there is no other fixed location where I conduct substantial administrative, management, or other employment duties on behalf of One Power.
4. My Home Office is used exclusively as a home office and not for any other purposes.
5. I have received a copy of and read One Power's Mileage Reimbursement Policy and agree to comply with the terms of the policy.

Further Affiant sayeth naught.

Affiant

Sworn to and subscribed in my presence this _____ day of _____, 202__.

Notary Public