

# Beech Mountain Lakes Association

## Use of Privately Owned Vehicles (POV)

Copy of employee's vehicle insurance policy must be on file in administration office prior to any employee using their POV for official business.

Rate of reimbursement will be same as federal government.

All mileage forms must annotate why the vehicle was utilized, mileage used and hours used.

Mileage forms must have employee signature as well as manager's signature and date.

***Voted and approved at November 19, 2014 board meeting***

**Effective December 1<sup>st</sup>, 2014**