



**KINGS SPCA**

9071-16 1/2 Ave  
Lemoore, CA 93245

559.925.1630  
KingsSPCA.org

## MILAGE POLICY

Employed staff of Kings SPCA are entitled to mileage reimbursement whenever they utilize their personal vehicle to transport animals or conduct authorized shelter business. The information below sets guidelines on how reimbursement will be paid.

1) A flat rate will be paid per mile driven, evaluated and set by the Board of Directors. The current mileage rate can be obtained by inquiring with the Operations Manager.

2) Mileage will be paid per pay period, with the routine paycheck. The mileage reimbursement form must be turned in for each pay period, no later than the Tuesday prior to payday.

3) Mileage will always be counted as from the shelter (start point) and ending at the shelter. Travel from another location for mileage reimbursement is not authorized unless specifically approved by a Board of Director.

3) Below are fixed mileage rates for commonly visited locations, round trip.

South County Vet, Semla	Miles: 46
Lacey Animal Hospital, Hanford	Miles: 11
24/7 PetVets, Fresno	Miles: 66
Hanford Vet, Hanford	Miles: 13
Animal Control, Hanford	Miles: 18
PetSmart, Hanford	Miles: 11
CCSPCA, Fresno	Miles: 68

Aaron R. Hepps  
President & Executive Director