

THE PROCUREMENT LEADER'S CHECKLIST

FOR SELECTING A MILEAGE
REIMBURSEMENT POLICY

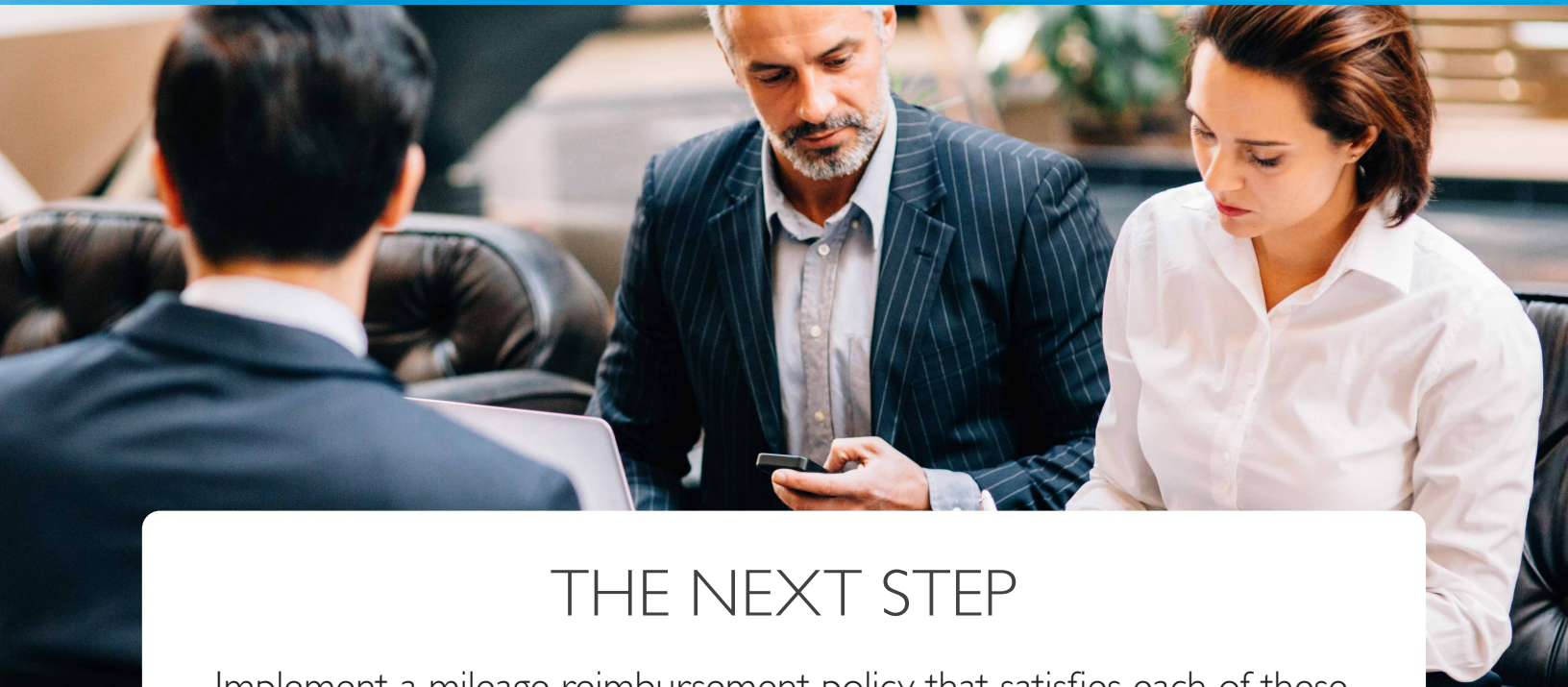


Procurement Leaders are looking for a mileage reimbursement policy that meets the needs of everyone in the business – including Finance, HR and Operations. There are different budgetary and operational requirements to factor into your decision.

Simplify the decision-making process with this checklist – designed to satisfy all the stakeholders in your business.

When selecting a mileage reimbursement policy, make sure the solution satisfies all of the following requirements:

- ✓ Accounts for the individual costs of driving for business
- ✓ Accurately tracks business mileage
- ✓ Battery-optimized mobile app for your mobile employees
- ✓ Configurable business hours
- ✓ Decreases the risk of a class-action lawsuit
- ✓ Easy mileage reporting and approval process
- ✓ Eliminates the potential to over-reimburse employees
- ✓ Improves the efficiency of your mobile workforce
- ✓ IRS-recommended mileage reimbursement program
- ✓ Meets the requirements of strict government labor laws
- ✓ Offers cost savings for the business
- ✓ Proves fast ROI
- ✓ Provides activity tracking and integration with CRM tools
- ✓ Reimburses all employees fairly and equally
- ✓ Saves your mobile employees time in the field
- ✓ Simplifies mileage submission
- ✓ Supports business KPIs
(return on investment, customer retention, operating profit margin)
- ✓ Technology that scales with your business
- ✓ Trusted brands are already customers



THE NEXT STEP

Implement a mileage reimbursement policy that satisfies each of these critical components. If the policy doesn't meet these requirements, you could end up choosing a costly, unequal and inaccurate program. Discover hard cost savings and quick ROI to satisfy the Finance Leader. Establish fair and equal policies to delight Human Resources. Improve efficiency within your mobile workforce to support your Operations team. With automated mileage tracking and individualized mileage reimbursement, you can achieve all of your goals.

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