

Café Vehicle Reimbursement Expectations

Employee

- Must use Mapsly to log business miles. A “check-in” must be documented and recorded via Mapsly for all sales visits.
- It is **YOUR** Responsibility to check Mapsly and confirm the miles tracked are accurate. This means that if Mapsly failed to log miles (possibly to the signal being dropped), it is YOUR responsibility to email AR@FPG.co with the mileage that is missing in Mapsly. Accounting will not try to determine the mileage that failed to log in Mapsly; Therefore, those miles will not be calculated in your reimbursement.
- It is the employee’s responsibility to submit odometer photos to Accounting on the last working day of each month. Accounting will not send reminders.
- Must submit proof of adequate insurance coverage to Accounting on a (6) month basis, along with a valid driver’s license.

Insurance Requirements

- Minimum insurance coverage must be maintained:
 - \$100,000 bodily injury per person
 - \$300,000 bodily injury per accident
 - \$100,000 property damage per accident
 - Policies must include a business-use endorsement.
- Vehicles must be safe, reliable, and presentable for customer interactions.

Vehicle Age Requirements

- Vehicles entering the program must not be more than 5 years old. *(All pre-existing vehicles in an FPG Vehicle Reimbursement Program as of January 1st, 2026 are not subject to the policy entering vehicle 5-year age requirement).*
 - Vehicles may not exceed 10 years of age while in the program.
 - These standards align with benchmark vehicles used to calculate reimbursement levels and maintain reliability and professional appearance expectations.
 - Anytime a different vehicle is purchased by an employee, and the vehicle will be used for FPG business, a Vehicle Eligibility Request Form is required prior to taking ownership.
- Employees participation in the program indicates acceptance of the policy terms and requirements via signing the vehicle reimbursement policy as acknowledgement.

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Accounting

- Must review and validate business miles logged in Mapsly on a weekly basis. Any discrepancies will be accounted for and addressed fairly.
- A monthly fixed rate factor and a monthly variable rate factor will be calculated for determining the mileage reimbursement.

Monthly Vehicle Allowance = [Business Miles] / [Total Miles] x MFRF

Monthly Mileage Reimbursement = [Business Miles] x MVRF

- Mileage reimbursements will be paid via the 2nd payroll of each calendar month through Worksmart. Each employee will receive an Excel spreadsheet, detailing the calculations of the reimbursement.
- As of March 1, 2026, fuel is to be purchased on your own personal credit card. However, you may continue using the corporate WEX fuel card but be aware that the fuel expenses will be deducted against your vehicle reimbursement. We ask that only the WEX fuel card be used for your fuel purchases to keep the process of accounting simplified.
- Must be accountable for collecting and maintaining:
 - Insurance coverage requirements.
 - Vehicle Eligibility Request Form.
 - Policy reviews and changes.