

IPS Enterprises, Inc.  
Vehicle Allowance Policy

Purpose

The Board of Directors (“Board”) of IPS Enterprises, Inc. (“IPS”) adopts this policy to establish guidelines and standards for vehicle allowances to IPS officers and employees. Certain employees who drive to fulfill the primary duties of their job are required to have a vehicle available for the performance of their official duties

eligible employees and inform them of their opportunity to complete and submit a vehicle allowance application form. Alternative, IPS management may, at any time, request an application form for an employee.

In accordance with the Board policy, all mileage that is covered by IPS' travel policy should be submitted for mileage reimbursement whether or not a standard vehicle allowance is in place (see "Super Allowance" for alternative). Driving not covered by this policy is eligible for consideration for a vehicle allowance based on the allowance below. A specific allowance will be approved by the Delegates or designee, at which point the employee will begin receiving a monthly vehicle allowance with the next pay cycle and will no longer be eligible to submit for mileage reimbursement for same-day within-region travel. Vehicle allowance will continue at the same rate until job duties or expected mileage change, at which point eligibility must be re-classified.

### Allowance Schedule

At least 400 miles average per month	\$300.00 per month (\$3,600 per year)
At least 550 miles average per month	\$412.50 per month (\$4,950 per year)
At least 700 miles average per month	\$525.00 per month (\$6,300 per year)
At least 850 miles average per month	\$637.50 per month (\$7,650 per year)

After the IRS publishes the standard mileage rate for operating a vehicle for business purposes, the Delegates shall review the allowances above and propose an amendment to this policy to maintain allowance amounts that are no greater than thirty percent (30%) of the amounts that would have been derived using the IRS standard mileage rate for business use.

### Training and Updates<sup>4</sup>

The Delegates or designee shall properly train or ensure training is provided to IPS officers and employees on the requirements of this policy and any administrative procedures adopted to implement this policy. Additionally, the Delegates or designee shall keep IPS officers and employees informed of any changes to this policy and related requirements.

### Administrative Procedures<sup>5</sup>

The Delegates or designee shall prepare and formally adopt administrative procedures as reasonably necessary to properly administer this policy and to adhere to applicable legal requirements. In doing so, the Delegates or designee shall not adopt, and is prohibited from adopting, an administrative procedure that is not authorized by and that conflicts with applicable

counsel before deviating from the requirements set forth in this policy and whereby an amendment to this policy or deviation shall be proposed and adopted.

#### Date Adopted and Effective

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on MDY and became effective on MDY.

#### Retention

This policy shall be retained until superseded, expired or discontinued and for five (5) years thereafter.

Form

Vehicle Allowance Request Form

Employee	Home	Date				
# Monthly or Yearly Trips	Purpose	FROM (Please select from drop-down)	TO (Please select from drop-down)	Mileage	Roundtrip (Please select Y/N from drop-down)	Total Mileage