

MILEAGE AND LODGING REIMBURSEMENT POLICY  
UPDATED APRIL 11, 2008

Because gas prices have risen so high, we have modified our reimbursement policy from a partial reimbursement to full reimbursement when transporting dogs. To qualify we will ask that you:

- 1) Fill up before leaving for the trip (not reimbursed) and again when arriving home
- 2) Save the gas station receipts (including any fill ups along the way) and submit those along with the request for reimbursement.
- 3) Run a mapping system map which would show the miles driven just as a backup but not as any real proof except that the charges 'seem reasonable' considering the distance.
- 4) It is your option to ask for a reimbursement of the full amount or any amount less than the full amount, or none.
- 5) On a day trip, you are responsible for food and misc. items
- 6) Overnight, we would reimburse lodging at a general equivalent of a Red Roof rate.