



Memorandum

To: SO CAL DENTAL PARTNERS TEAM MEMBERS
From: CORPORATE / PARTNERS
Date: August 9, 2019
Regarding: MILEAGE REIMBURSEMENTS

This memo is intended for those individuals whom travel to various dental practices of So Cal Dental Partners and are requesting travel reimbursement. First, thank you so much for being accommodating to our schedules and traveling to various offices to help. We want to make sure we properly reimburse you for mileage and travel time (if applicable) however, we must follow a protocol that ensures you are paid correctly while maintaining functionality in our accounting and human resource department. With almost 200 employee's companywide, we are not able to simply estimate your mileage and drive time and we are not able to pay you cash. There is no way for us to prove that we paid you cash, therefore, we must pay you with a check.

Our turnaround time at corporate is within 10 days of receiving your mileage reimbursement request and usually much sooner. We understand that at times money can be tight and we will do our very best to get you reimbursed as soon as possible.

In order to properly pay you please remember to complete a mileage reimbursement form. If you were not already clocked in, please make sure to complete the drive time as well so we can add the travel time to your paycheck. Currently, we are reimbursing mileage at .50cents per mile. This number can change with inflation and other economic variables.

Thank you so much for your assistance and drive safely!

SO CAL DENTAL PARTNERS