



## REIMBURSEMENTS

### Fitness Reimbursement

Made in KC offers salaried employees a monthly fitness reimbursement valued up to \$50 per month. Qualifying reimbursable costs include gym and fitness studio memberships and fitness classes. Fitness equipment does not qualify for reimbursement. Proof of the expense must be submitted to Thomas who will approve or deny the reimbursement. Reimbursements will show up in biweekly payroll. Annual memberships only need to be submitted once per year. Monthly memberships and classes can be submitted once and will be reimbursed for months going forward. All that is needed is a screenshot of your invoice or bank statement or credit card statement. Please email Thomas at BOTH email addresses: [thomas@madeinkc.co](mailto:thomas@madeinkc.co) and [payroll.mikc@gmail.com](mailto:payroll.mikc@gmail.com).

### Mileage Reimbursement

If you drive more than 10 miles in excess of your daily commute on a monthly basis for work related items, Made In KC will now reimburse for that mileage at a rate of 58.5 cents per mile. Each team member will be in charge of their calculations and reporting on a monthly basis. There are several apps that can be used to assist, but whatever method works best for you will be accepted. Submit mileage reimbursements at the end of each month by emailing Thomas at BOTH email addresses: [thomas@madeinkc.co](mailto:thomas@madeinkc.co) and [payroll.mikc@gmail.com](mailto:payroll.mikc@gmail.com).

Daily Commute (Home to HQ and Back)	21.4
x Number of days in Month	31
= Monthly Commute	663.4
+ Ten Miles	10
= Reimbursement Threshold:	673.4

Actual Miles driven for MIKC business	695
- Reimbursement Threshold	673.4
Miles to submit for Reimbursement	21.6



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### General/Personal Reimbursements

Purchases made by employee's personal finances may be submitted for reimbursement by email to Thomas including the receipt and reason for purchase. Submit general/personal reimbursements by emailing Thomas at BOTH email addresses: [thomas@madeinkc.co](mailto:thomas@madeinkc.co) and [payroll.mikc@gmail.com](mailto:payroll.mikc@gmail.com).

### Continuing Education

Made in KC encourages a continuous spirit of growth and learning. Thus, Made in KC may financially support Continuing Education efforts sought out by salaried employees. Qualifying employees may submit Continuing Education opportunities to the Employee Experience Director on a rolling basis (there is no timeframe or cutoff). Qualifying Continuing Education opportunities may include industry-specific classes (online and in-person), workshops, tastings, trainings, apprenticeships, seminars, conferences, and events. It is up to each employee to seek out these opportunities and present them to the Employee Experience Director who will work with management to approve or deny these requests. If approved, Made in KC will either pay directly or reimburse the employee for incurred costs. In some instances, Made in KC may offer only to partially reimburse the employee for the expense.