

Jack in the Box Vehicle Reimbursement Program

Program Summary

Congratulations! The position you hold at **JACK IN THE BOX** provides participation in the **JACK IN THE BOX** Vehicle Reimbursement Program. **JACK IN THE BOX** employs a comprehensive method for calculating a fair and accurate reimbursement rate for the business use of your personal vehicle.

A vehicle reimbursement rate is calculated for each individual employee based on the expected costs for owning and operating a standard vehicle in your location. Your personal vehicle choice does not impact your reimbursement rate – so you can **drive the car you want!**

This method recognizes that the actual costs of owning and operating a vehicle vary based on territory and business mileage. Some of the specific costs used to calculate each individual's reimbursement rate include:

- Actual fuel prices in each individual territory
- Maintenance costs, considering territory and mileage
- Insurance, based on where the vehicle is registered
- All applicable vehicle taxes including excise tax, property tax, inspection stickers, emission testing, etc.
- Depreciation, based on the annual number of business miles driven
- License and Registration fees/renewals

Individual rates will vary, based on territory and annual business mileage. Your reimbursement will be broken down into the following two components:

1. Fixed Rate reimbursement (Insurance, License, Registration, Taxes, Depreciation)
2. Variable Rate reimbursement (Gas, Oil, Maintenance, Tires)

Your monthly reimbursement amount will be determined by adding your Fixed Rate reimbursement amount to your Variable Rate reimbursement amount.

Your Fixed Rate is intended to remain constant for 12 months but is subject to change if your personal information changes. This rate will be recalculated every 12 months to reflect any changes to your fixed costs.

Your Variable Rate will change each month to reflect the current price of gas in your territory. As the price of gas goes up, your Variable Rate will go up. As the price of gas goes down, your Variable Rate will go down. Your variable reimbursement amount is determined by multiplying your monthly business miles times your current Variable Rate.



The **JACK IN THE BOX** Vehicle Reimbursement Program provides the opportunity for your reimbursement to qualify for **100% tax-free status**. This means that your reimbursement will not be added to your W2. No Federal, State, or FICA taxes will be applied or withheld. Your reimbursement will be paid to you 100% tax-free, so long as you comply with the following program guidelines:

- Vehicle Age – Driver’s personal vehicle must not exceed 7 model years
- Vehicle Price – Driver’s personal vehicle must be equal to or greater than the program base vehicle
 - Full Size Sedan – Minimum Price Requirement \$23,044 (subject to change)
- Insurance – Driver’s personal insurance must be equal to or greater than the program requirement
 - \$100,000/\$300,000 Bodily Injury
 - \$50,000 Property Damage
 - \$100,000/\$300,000 Uninsured Motorist
 - \$500 Comprehensive Deductible
 - \$500 Collision Deductible
- 5,000 Annual Business Miles – Drivers must drive at least 5,000 miles annually*

*NOTE: In the event you find that you are not using your personal vehicle for business travel on a regular basis, please contact **Jack in the Box Compensation**.

In accordance with the IRS FAVR rules:

- If you **DO** meet all the parameters, you will be in compliance and qualify for tax-free reimbursements.
- If you **DO NOT** meet all the parameters, you will be out of compliance and may have taxable income. Your reimbursement will be compared to the IRS mileage rate on an annual basis to determine the amount of tax that will be applied.

By the 4th day of each month, you must either log onto www.motus.com or your Motus app to submit your business miles for the previous month. Your reimbursement will be paid to you via Direct Deposit by the 15th of each month.

Upon enrollment, you will receive a Welcome Email containing further details about the program (including a link to activate your account) along with specific instructions on how to begin participating. Don’t forget to download the Motus app to streamline the mileage collection process!

If you have any questions about this program, please contact Motus Member Services at **888-801-6714** or memberservices@motus.com.

Happy Driving!