Vantage Verify Mileage and Travel Policy

Effective Date: July 15, 2026

1. PURPOSE AND SCOPE

Vantage Verify ("the Company") provides specialized on-site compliance and drug testing services, including DOT/Non-DOT drug testing, alcohol screening, DNA collection, I-9 verification, and fingerprinting. To maintain our 24/7 mobile availability and ensure the efficient dispatch of qualified technicians to client locations, this Mileage and Travel Policy ("Policy") outlines the terms and conditions regarding travel-related expenses and fees. This Policy applies to all clients, contractors, and businesses engaging Vantage Verify for on-site services.

2. MILEAGE FEE STRUCTURE

As a mobile-first service provider, Vantage Verify incurs costs associated with vehicle maintenance, fuel, insurance, and technician transit time. To offset these costs, a Mileage Fee may be applied to on-site service appointments as set forth below.

- **Mileage Rate (Standard Federal Mileage Rate):** Unless a separate written quote, Service Level Agreement (SLA), or Master Service Agreement (MSA) states otherwise, mileage is billed at the **current IRS standard business mileage rate** in effect on the date of service (the "Mileage Rate"). If the IRS rate changes, the updated rate will apply automatically beginning on the effective date of the IRS change.
- **Free Mileage Radius / Included Mileage:** Each on-site dispatch includes a **free mileage radius of 10 miles** from the applicable dispatch origin described in Section 3 (the "Free Radius"). Mileage within the Free Radius is included at no additional mileage charge.
- **Minimum Charge / Base Call-Out Fee (If Quoted):** Certain service requests (including, without limitation, urgent dispatches, remote locations, or small-volume appointments) may be subject to a **Base Call-Out Fee** as stated in the client's quote or invoice. When applicable, the Base Call-Out Fee covers mobilization and any included mileage expressly stated in the quote or invoice.

3. CALCULATION METHODOLOGY

Mileage is calculated using the following parameters:

- **Origin Point (Nearest Dispatch Location):** Mileage is calculated from the **nearest Vantage Verify office/dispatch location (or designated technician dispatch point)** to the client site, as determined by Vantage Verify in its reasonable discretion.
- **Destination Point:** The calculation ends at the client's specified physical address where services are to be performed.
- **Route Determination:** Mileage is determined based on the most direct and efficient route as identified by industry-standard GPS and mapping software (e.g., Google Maps).

- **Round-Trip Billing:** Unless otherwise negotiated in writing, mileage is billed as a **round-trip** (origin to site and return to origin), including return travel necessary to maintain chain-of-custody integrity and to transport specimens, paperwork, and equipment.
- **Billable Miles:** Billable miles equal the total round-trip miles **minus** any miles included within the Free Radius described in Section 2. Fractional miles may be rounded to the nearest whole mile.

4. AFTER-HOURS AND EMERGENCY DISPATCH

Vantage Verify operates 24/7 to support post-accident testing and reasonable suspicion screenings. Travel occurring outside of standard business hours (8:00 AM – 5:00 PM local time) or on federal holidays may be subject to an **Emergency/After-Hours Travel Surcharge**. This surcharge is in addition to the standard mileage rate and compensates for the immediate mobilization of personnel.

5. TOLLS, PARKING, AND INCIDENTAL TRAVEL COSTS

The client is responsible for all ancillary travel expenses incurred during the provision of on-site services. These include, but are not limited to:

- Bridge, highway, and tunnel tolls.
- Parking fees or valet charges required to access the client's facility.
- Permit fees for high-security or restricted-access zones (e.g., ports, airports).

All such incidentals will be added to the final invoice at cost.

5A. WHEN MILEAGE CHARGES APPLY; BILLING AND DISCLOSURES

- **When Mileage Applies:** Mileage charges generally apply to **on-site/mobile services** performed at a client-designated location outside the Free Radius. Mileage may also apply to multi-stop routes, remote locations, or special dispatch requirements. No mileage is charged for services performed at a Vantage Verify location (if offered and scheduled) unless otherwise stated in writing.
- **Estimated Mileage Disclosure at Booking:** At or before booking (or as soon as reasonably practicable for emergency dispatch), Vantage Verify will provide an **estimated mileage charge** based on the service address and the nearest dispatch origin. Estimates are not guarantees and may change due to route conditions, access restrictions, revised addresses, or client-requested changes.
- **Final Mileage Determination:** Final mileage is determined at the time of service using the calculation methodology in Section 3 and will be reflected on the client's invoice.
- **Billing Method:** Mileage and travel-related charges are billed **per dispatch** and will be itemized on the invoice as a separate line item (e.g., "Mileage/Travel – Round Trip"). Unless otherwise agreed in writing, mileage is billed **in arrears** (after service completion) together with the service fees, tolls, parking, and any applicable after-hours surcharge.

- **Recurring Clients; Caps and Waivers:** Vantage Verify may, in its discretion, offer **mileage caps, reduced mileage rates, waivers, or expanded Free Radius** for recurring clients, high-volume accounts, or contracted service routes. Any such cap or waiver must be **in writing** (SLA/MSA/quote) and may be limited by geography, time window, minimum monthly volume, and/or service type. Absent a written agreement, standard mileage terms apply.

6. CANCELLATION AND "DRY RUN" FEES

Vantage Verify prioritizes timely service. If a technician is dispatched and arrives at the client's location, but the service cannot be performed due to circumstances beyond the technician's control (e.g., the donor is not present, the site is inaccessible, or the request is canceled upon arrival), the following charges will apply:

- **The full Base Call-Out Fee.**
- **The full calculated Round-Trip Mileage Fee.**
- **A "Dry Run" Wait Fee** if the technician is required to wait on-site for more than 15 minutes.

7. MULTIPLE DONORS AT A SINGLE SITE

When multiple tests or services are performed during a single site visit, the mileage fee is applied once per dispatch, not per donor. However, if the technician is required to travel between different facility buildings or separate job sites for the same client, additional mileage and transit time fees will apply.

8. AMENDMENTS

Vantage Verify reserves the right to amend this Mileage Policy at any time to reflect changes in fuel costs or operational requirements. Clients will be notified of any material changes via the contact information provided on their account or through updated service quotes.

Vantage Verify
http://www.vantageverify.org
Compliance and Drug Testing Excellence – Anytime, Anywhere.