



Motus is a third-party company that Kinex has hired to track and pay for your business-related mileage. Motus provides company drivers with an app-based tool that tracks business trips, and they facilitate payment for those trips via direct deposit into drivers' bank accounts. The app captures mileage for your business trips and allows you to submit monthly reports for reimbursement.

In order to add you to the program and to complete your enrollment, we will need the following information:

- Full name
- Home address
- Estimated mileage (should be provided to Accounting and HR from your hiring leader)

Once you enroll, Motus will send you a welcome e-mail containing a link that walks you through setting up your profile. They will request the following three pieces of information:

1. Business Vehicle Information Form, aka "BVIF". This form will ask for specific information about the vehicle you'll be driving.
2. Direct Deposit Form. Motus will ask for your banking information so you'll be able to receive deposits from them.
3. Your personal auto insurance policy. Motus will need you to upload a copy of your vehicle insurance. The required insurance parameters on our Motus plan are:
 - \$100,000 per person bodily injury liability
 - \$300,000 per incident for bodily injury liability
 - \$50,000 for property damage liability
 - \$1,000 or less collision/comprehensive deductible

Motus reimburses you by paying what's called FAVR, which stands for "fixed and variable reimbursements". You'll be paid a set, *fixed* amount each month which covers insurance premiums, license & registration fees, personal property taxes, and depreciation. You'll also receive a *variable* amount per mile each month which covers fuel costs, maintenance and tires. Motus will pay the FAVR based on all the above-mentioned costs *in your geographical area*.

Should you have any additional questions regarding this program, please feel free to contact Keith Hallen in Accounting at keith_hallen@kinexmedical.com, 262-521-7321. Or you can contact the Motus Help center at 888-801-6714.